DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

SAFETY PROGRAM

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This regulation supersedes USMA Supplement 1 to AR 385-10,
16 November 1986; USMA Supplement 1 to AR 385-11, 13 April 1984; USMA Supplement 1 to AR 385-15, 1 August 1988; USMA Supplement 1 to AR 385-55, 27 July 1984; USMA Supplement 1 to AR 672-74, 7 January 1980; and USMA Circular 385-2, 18 August 1989.

"The proponent agency of this regulation is the USMA Safety Office. Comments, recommendations, suggested improvements to the regulation may be made by sending a memorandum to the USMA Chief of Staff, ATTN: MASO.

MASO

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CHAPTER 1
USMA SAFETY PROGRAM

1.1. **PURPOSE.**

a. This regulation and those which it references, prescribes United States Military Academy (USMA) policy, responsibilities, and procedures for protecting USMA personnel and preserving property against accidental loss.

b. This regulation mandates USMA Safety Program policies, procedures, and guidelines for all USMA personnel and tenant activities.

1.2**. REFERENCES**. A list of required and related publications and prescribed and referenced forms are at Appendix A.

1.3. **RESPONSIBILITIES**.

a. The Chief of Staff oversees the Army Safety Program at USMA and provides the appropriate resources, staff levels and organizational structure to meet the needs of the USMA Safety Program. The Chief of Staff chairs the West Point Safety and Health Council (SHC).

b. Major Activity Directors (MADs), Activity Directors (ADs), Tenant Activities (TAs) will

(1) Comply with the Activity Safety Program requirements and responsibilities outlined in Chapter 2 of this regulation

(2) Ensure the requirements in USMA Policy Memorandum 97-02 on the Integration of Risk Management are met for those involved in base operations. The Base Operations Risk Management Handbook will be used as a guide and can be found at the **U.S. Army Safety Center web page at http://safetycenter.army.mil**

c. The USMA Command Safety Director, working on behalf of the Chief of Staff will implement and monitor the Army Safety Program throughout USMA as outlined in AR 385-10. Responsibilities include:

(1) Functions as the principal staff adviser, technical consultant and coordinator to the USMA Chief of Staff and the staff in planning, organizing, directing and evaluating all safety and occupational health efforts within the USMA.

(2) Manages and serves as the focal point in all aspects of the Federal Employees Compensation Program (FECA) for USMA.

(3) Manages the USMA Workplace Violence Prevention Program as outlined in USMA Reg. 385-13.

(4) Manages a comprehensive safety training program to comply with specific OSHA and Army training requirements.

(5) Provides guidance for establishing and implementing programs, plans, policies and procedures for conducting safety and occupational health activities at all levels of command.

(6) Manages the Civilian Resource Conservation Program (CRCP) for on-the-job injuries, medical care and rehabilitation for injured personnel.

(7) Manages the USMA Respiratory Protection Program (RPP).

(8) Manages the Risk Assessment Code (RAC 2) process for correcting high hazard risks that involved major funding and establishing interim measures until such time that work can be completed to eliminate the hazard.

(9) Provides interpretation of safety and occupational health policies and procedures.

(10) Budgets for resources necessary to conduct safety activities.

(11) Provides technical and professional assistance eliminate or control unsafe behavior and environments.

(12) Assists subordinate commanders and supervisors in developing safety and occupational health promotional and educational materials within the command.

(13) Determines the need to procure and distribute safety and occupational health promotional and educational materials within the command.

(14) Provides technical assistance in accident investigating and reporting to ensure accuracy, completeness and timeliness. Reviews accident reports to ensure they comply with AR 385-40.

(15) Collects, analyzes and disseminates data concerning the accident experience of the command and subordinate elements. Prepares progress reports of accident prevention and occupational health activities and other reports and studies required by higher authority.

(16) Develops recommendations for corrective measures where warranted by adverse accident rates or trends, hazardous conditions or procedures, and other deficiencies.

(17) Ensures adequate safe practices and safe physical standards are incorporated in operating procedures, manuals, directives and other instructions.

(18) Reviews plans for proposed demonstrations, exhibits, exercises or contingencies to ensure the safety and occupational health of Army personnel and the general public.

(19) Maintain close liaison with other staff agencies on all relevant safety, occupational health and ergonomics matters.

(20) Conducts evaluations and inspections of safety programs and activities.

(21) Investigates and analyzes field exercise accidents and other special emphasis areas to determine cause factors and provide appropriate prevention measures.

(22) Participates in the planning, conduct and debrief of exercises. Participates in related activities to include in-process review. Ensures the incorporation of safety principles into all field training operations orders.

(23) Establishes and maintains liaison with other military services, Federal and civilian agencies, and, where appropriate, other nations to ensure cooperation on matters of mutual concern.

(24) Develops policies, standards and procedures for implementing accident prevention efforts as listed in AR 385-10, paragraph 2-1.

(25) Maintains appropriate Army safety regulations, directives, messages and publications.

(26) Facilitates the actions of West Point Safety and Occupational Health Advisory Council.

(27) Participates in the Installation Planning Board to ensure the safety considerations are presented in Master Planning, MCA and OMA project approvals and work order prosecutions.

(28) Reviews construction project plans at various stages, accident prevention plans, presents safety briefs at pre-construction briefings, attends partnering meetings and inspects construction sites ensuring applicable OSHA and life safety code requirements are met. Provides safety oversight for long-term government contractors working at USMA.

d. The Directorate of Housing and Public Works (DHPW) will:

(1) Program funds for the correction of RAC 1 and 2 safety work orders within time limits outlined in AR 385-10 and Installation Status Reports (ISR).

(2) Provide the USMA Safety Office with a list of new and rehabilitation projects once published. (COR Status Report)

(3) Incorporate requirements provided by the USMA Safety Office, Industrial Hygienist, Fire Department and Occupational Health that will insure OSHA, NFPA or other applicable safety requirements are included in new/rehabilitation projects.

(4) Ensure safety procedures to be used in construction on this installation are in strict accord with 29 CFR 1926 and the Corps of Engineer Manual EM 385-1-1, "Safety and Health Requirements Manual" and other applicable safety requirements. Any variance to these procedures must be coordinated with the Command Safety Director, USMA.

(5) Ensure that the New York District Area Engineer:

(a) Provides the USMA Safety Office with a list of new and rehabilitation projects once published.

(b) Provides the USMA Safety Office with an acceptable accident prevention plan from the prime contractor prior to the commencement of work at a job site. This plan will be in accordance with requirements outlined in EM 385-1-1.

(c) Notifies the Command Safety Director, USMA, of any blasting operations within his area of jurisdiction.

(d) Notifies the USMA Safety Office of all pre-constructions meetings.

(6) Ensure that the Fire Chief:

(a) Immediately notify the Safety Office of damage to government property over $2,000 caused by fires. Notify the Safety Office of any significant reportable injuries to USMA personnel, contractor employees, or visitors.

(b) Ensures Fire Department personnel are provided the required protective clothing and equipment (PCE) IAW regulatory guidance.

(c) Upon request of the Safety Office, provide a copy of all fire inspection and investigation reports to the USMA Safety Office.

(7) Ensure safety procedures to be used in construction on this installation are in strict accord with 29 CFR 1926 and the Corps of Engineer Manual EM 385-1-1, "Safety and Health Requirements Manual" and other applicable safety requirements. Any variance to these procedures must be coordinated with the USMA Command Safety Director.

e. The Provost Marshal will:

(1) Ensure safety-training requirements for military police are met.

(2) Provide to the USMA Safety Office copies of MP accident investigations and extracts of blotter reports pertaining to accidents and incidents of Workplace Violence as soon as they become available.

f. Directorate of Contracting will:

(1) Notify the USMA Safety Office of all pre-construction briefings.

(2) Coordinate with the USMA Safety Office when orders are placed for machinery/industrial equipment.

(3) Allow the following risk assessment code (RAC) priority system to be used when ordering safety items (i.e., protective clothing and equipment assigned a RAC by the USMA Safety Office):

(a) RAC 1 = Priority 1

(b) RAC 2 = Priority 6

(c) All other safety item: Priority 13

g. The MEDDAC Commander will through the Acute Care Clinic Director at Keller Army Community Hospital (KACH):

(1) Ensure Acute Care Clinic doctors who may treat injured USMA civilian employees are aware that USMA has a light duty program and that injured civilian personnel who are not totally disabled, should be recommended for light duty work within the boundaries determined through the evaluation.

(2) Provide copies of ER reports to the USMA Safety Office when USMA soldiers/civilian employees are treated for injuries resulting from an accident.

(3) Provide occupational health and industrial hygiene services/support in accordance with AR 40-5 (Preventive Medicine) and DA Pam 40-503 (Industrial Hygiene Program).

h. The Director of Logistics will:

(1) Comply with the transporting and receiving requirements of radioactive materials outlined in Chapter 9, paragraph 9.

(2) Coordinate with the USMA Safety Office on all Ammunition Storage Point (ASP) explosive storage issues and ensure compliance with AR 385-63 and applicable DoD requirements.

i. The Dean will: Through the Department of Physics, support the Installation Radiation Protection Program outlined at Chapter 9.

j. The Commandant will apply the Risk Management Process in cadet summer training, clubs, OPORDS, and all other USCC programs or activities that may be hazardous.

k. The DRM will facilitate the process of obtaining/transferring funds throughout the fiscal year in the event that the DHPW does not have sufficient funds to support Risk Assessment Code 1 (RAC) and RAC 2 work requests and the USMA Chief of Staff has determined they are must fund items.

CHAPTER 2

ACTIVITY SAFETY PROGRAM REQUIREMENTS AND RESPONSIBILITIES

2.1. **PURPOSE**. This chapter prescribes responsibilities, policy and procedures for activity safety programs.

2.2. **APPLICABILITY**.

This chapter will apply to all activities under the superintendent and tenant activities at USMA.

2.3. **RESPONSIBILITIES**.

a. All Commanders, Major Activity Directors (MADs), Activity Directors (ADs) and Tenant Activities (TAs) of USMA organizations will:

(1) Be responsible for their Safety Program.

(2) Appoint, on orders, at least one Collateral Duty Safety Officer (CDSO) to assist in managing the activity Safety Program. The CDSO will:

(a) Be at the level of authority that will allow them to accomplish their duties.

(b) Complete the Collateral Safety Officer Course. Check with the USMA safety office for dates on CDSO training.

(c) Have one year or more of retention upon duty appointment.

(d) Contact the USMA Safety Office, 3717, within 15 days of appointment as CDSO to schedule a meeting. Provide a copy of the appointment memorandum at the meeting.

(e) Give Safety Officer duties proper priority and report directly to the Commander/Activity Head on safety related matters.

(3) Maintain a safe and healthful work place.

(4) Ensure that safety-training requirements are met.

(5) Ensure that supervisors conduct a job hazard analysis (JHA) for all jobs other than administrative or clerical and required personal protective equipment (PPE) is provided and worn as determined by the JHA and required by regulation. (Guidelines for PPE are at Chapter 6).

(6) Ensure that Safety Performance Standards are included in military support forms and in civilian performance plans for personnel who are engaged in or responsible for hazardous operations. It must be clear to personnel that failure to meet these standards may result in an unsatisfactory performance

rating and those unsafe acts might also result in disciplinary actions, depending on the circumstances.

(7) Ensure compliance with the USMA Hazard Communication Program at Chapter 12.

(8) For activities listed in Chapter 4, establish and chair a quarterly activity safety committee meeting.

(9) Program and budget funds for PPE and safety corrections within each scope of responsibility.

(10) Immediately notify the USMA Safety Office of any accident within the activity. See Chapter 10 for reporting military/civilian injuries. Tenant Activities should follow their Major Command's requirements for reporting accidents, however, they should still notify the USMA Safety Office immediately for accident investigation purposes.

(11) Staff all activity safety SOPs and other safety guidelines through the USMA Safety Office.

(12) Provide incentives to personnel who demonstrate safe work performance. The Superintendent and Activity Safety Awards Program at Chapter 13 can be used as a guide.

(13) Tenant activities will ensure a local Memorandum of Understanding (MOU) is developed between USMA and tenant organizations to ensure necessary safety and occupational health responsibilities are addressed.

(14) Immediately notify the USMA Command Safety Director of safety/health issues/concerns that cannot be resolved within your organization.

(15) Comply with all other chapters, i.e., Water Safety, which are applicable to the Activity Safety Program.

b. Each Unit Commander, Division or Branch Chief is responsible for:

(1) Evaluating their operations or those under their control for compliance with safety and health standards. The evaluation shall be based on their personal knowledge of safety and health requirements and recommendations made by the USMA Safety Office during safety inspections of the work areas.

(2) Assure that safety and health standards are enforced and upheld in each individual area and that standards and enforcement are uniform throughout the workplace.

(3) Keep abreast of accident and injury trends and work with your CDSO and USMA Safety Office to develop measures to reverse trends or high accident rates.

(4) Support and budget for your soldier/employee safety incentive award program.

c. Each NCOIC/Supervisor is responsible for:

(1) Preparing a job safety analysis (JSA) for all jobs other than administrative or clerical. The JSA will include specific tasks to be performed and specific safety equipment required. Each JSA will identify the personal protective equipment (PPE) required for that job and employees will be trained on the proper and safe use of required PPE.

(2) Training all soldiers/employees on hazard recognition and control in all aspects of there work activities and maintain records of required training. Conduct monthly safety training or shop safety meetings for all employees excluding administrative and clerical jobs.

(3) Performing a semiannual inspection of all work areas and equipment they have responsibility for using the applicable Collateral Duty Safety Checklist, located at pages 16 through 20, and assuring all safety deficiencies are identified and action is taken to correct them. Daily visual inspections should also be conducted.

(4) Recognize soldiers/employees for safe work performance/contributions to safety in your work unit and correct employees who perform unsafe acts. Correcting soldiers/employees requires tact and good judgment. Enforcement should be viewed as education rather than discipline, however, if a supervisor feels that a worker is deliberately disobeying rules or endangering his life and the lives of others then prompt and firm action is called for.

(5) Reporting and investigating all accidents and assisting USMA Safety Office Safety Specialists with accident investigations.

(6) Ensure compliance with the USMA Hazard Communication Program at Chapter 12 and that Material Safety Data Sheets (MSDSs) are maintained and available for review by those who use chemicals requiring MSDSs.

(7) Ensuring use of any and all safety devices and personal protective equipment appropriate for the work site.

(8) Advise the Commander/Activity Head of any and all unsafe and unhealthy conditions that cannot be resolved at the supervisor level.

(9) Comply with guidelines contained in Chapter 7 for reporting military and civilian injuries.

d. Each soldier/employee is responsible for:

(1) Complying with safety/health requirements and SOPs established by their NCOIC/supervisor and those specific to their job, which they learned through training.

(2) Monitoring their work area for hazards and being prepared to intervene in the operation and take immediate corrective action to prevent an accident.

(3) Immediately notifying the NCOIC/supervisor of any unsafe/unhealthful work conditions that cannot be eliminated before work proceeds.

(4) Notifying the USMA Safety Office or Chain-of-Command if no action is taken by your NCOIC/supervisor to correct an unsafe/unhealthful work condition.

(5) Immediately notifying the USMA Command Safety Director or Chain-of-Command if reprisal is threatened by your supervisor for reporting a hazard.

(6) Immediately reporting to their supervisor any injury (no matter how minor) or occupational illness they may suffer or suffered by another employee.

e. Collateral Duty Safety Officer activity responsibilities are outlined in Chapter 3 of this regulation.

CHAPTER 3

COLLATERAL DUTY SAFETY OFFICER (CDSO) PROGRAM REQUIREMENTS/RESPONSIBILITIES

3.1. **REQUIREMENTS**. CDSO's will:

a. Be at the level of authority that will allow them to accomplish their duties.

b. Complete the Collateral Safety Officer Course. Check with the USMA Safety Office for dates on CDSO training.

c. Have one year or more retainability upon duty appointment.

d. Contact the USMA Safety Office, 3717/3730, within 15 days of appointment as CDSO to schedule a meeting. Provide a copy of the appointment memorandum at the meeting.

e. Give Safety Officer duties proper priority and report directly to the Commander/Activity Head on safety related matters.

3.2. **RESPONSIBILITIES**.

a. Inspections.

(1) CDSO or his/her designee will conduct a semi-annual inspection of their activities administrative areas using the applicable safety inspection checklist, located at pages 16 through 20. A copy of the inspection will be forwarded to the USMA Safety Office, 667-A Ruger Road, 5th floor.

(2) CDSO or his/her designee will accompany the USMA Safety Inspection Team when conducting a standard Army Safety Inspection of the CDSO's activity.

(3) Phone in Maintenance Service Orders (MSO) and submit work orders to DHPW Work Control for correction of facility hazards beyond the capability for the activity to correct.

b. Safety Training.

(1) Identify and ensure soldiers/civilian personnel receive required safety training (contact USMA Safety Office for additional guidance).

(2) Coordinate with the USMA Safety Office to make management aware of safety training schedule and course offerings, Act as the safety training coordinator.

c. Safety Committee.

(1) The CDSO will assist the activity director schedule and prepare the agenda for each quarterly Activity Safety Committee meeting (Chapter 4 outlines requirements for safety committees).

(2) At a minimum, agenda items will include those outlined in Chapter 4.

d. Treatment and Reporting of Injuries.

(1) CDSO's will have oversight for all work related injuries within their organization and assist the Civilian Resource Conservation Committee (CRCP), when requested, on lost time injury cases requiring case information.

(2) Comply with guidelines contained in Chapter 7 for reporting military and civilian injuries.

e. Safety/Health Issues/Concerns:

(1) CDSO's will attempt to resolve safety and health issues related to their activity. The CDSO will use his/her higher chain-of-command to resolve issues requiring higher level involvement and decision.

(2) The USMA Command Safety Director will immediately be notified of safety/health issues/concerns that cannot be resolved at the activity level.

INDUSTRIAL SAFETY INSPECTION CHECKLIST

Director's Name & Signature		Date
Division	**Inspector**	**Phone**
Inspection Date	**Supervisor**	**Semi-Annual** 1 ☐ 2 ☐
	Directorate	

HOUSEKEEPING

_____Is the work area orderly?
_____Are floors, aisles and stairs cleared of obstructions?
_____Are walking surfaces free from tripping hazards?
_____Are carpets or flooring material loose or damaged?
_____Are drawers and file cabinets closed when not in use?
_____Are computer, telephone or other electrical equipment cords positioned to prevent tripping hazards?

ELECTRICAL

_____Are breaker boxes and panel boards accessible and labeled?
_____Are electrical cords positioned so they are not placed under file cabinets, through walls, etc., to create an electrical hazard?
_____Extension cords are not used as a permanent power source?
_____Were electrical outlets randomly inspected with testers?

EMERGENCY AND FIRE EVACUATION

_____Are fire evacuation plans posted?
_____Are employees familiar with their fire evacuation plans and do they know their meeting location?
_____Is there a plan to evacuate persons with disabilities?
_____Are emergency exits marked and unobstructed?
_____Is emergency lighting available and operational?

_____Are fire extinguishers hung, posted, and unobstructed?
_____Have employees received training in order to inspect fire extinguishers?
_____Are fire extinguishers inspected and documented on a monthly basis?

MISCELLANEOUS

_____Do employees know the procedures for reporting unsafe/unhealthful work conditions?
_____Are injuries and near misses discussed with employees?
_____Is the required Safety Training up-to-date?
_____Are there any hazards from your last self-safety inspection that has not yet been corrected? If so, how many?

FORWARD THIS CHECKLIST TO THE SAFETY OFFICE, Attn: MASO, 667-A Ruger Rd, 5th Floor.

OFFICE & ADMINISTRATION SAFETY INSPECTION CHECKLIST

Director's Name & Signature		Date
Directorate	**Division**	**Inspector**
Supervisor	**Phone**	**Inspection Date**
Semi-Annual **1** ☐ **2** ☐		

HOUSEKEEPING

_____Are break areas clean?
_____Are walking surfaces free from tripping hazards?
_____Are cabinets and racks secured?
_____Are beverages or food consumed where chemicals are used?
_____Are items being stored on top of cabinets?
_____Are spilled materials cleaned up immediately?
_____Are stairs, walks, and ramps kept clear of snow and ice?
_____Are housekeeping procedures being practiced?
_____Are refrigerators, microwave ovens, toasters, etc. clean?
_____Are food and beverages stored separately from supplies and chemicals?

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Are the following PPE available and used correctly?

_____Safety Glasses/Goggles? _____Hearing Protection?
_____Safety Shoes? _____Gloves?
_____Respirators? _____Aprons?
_____Face Shields? _____Other PPE: _____

_____Have employees received required training for PPE used?
_____Is the PPE clean and in good condition?

_____Are eye or noise hazard areas properly posted?
_____Are high voltage gloves inspections up-to-date and stored properly?

ELECTRICAL

_____Are breaker boxes and panel boards accessible and labeled?
_____Are power panel boxes and disconnects unobstructed?
_____Are outlets and switches operational?
_____Are interlocks functional?
_____Are lockout-tagout procedures used when required?
_____Are cables, extension cords, equipment & fixture cords:
_____Frayed or sliced?
_____Showing exposed wires?
_____Covered by runners when in walkways?

_____Do Ground Fault Circuit Interrupters (GFCI) function properly?
_____Were electrical outlets randomly inspected with testers?
_____Are extension cords used as a permanent power source?

HAZARDOUS MATERIALS

_____Are Material Safety Data Sheets (MSDS) available?
_____Are hazardous materials stored properly?
_____Are questioned employees familiar with MSDS?
_____Is gasoline properly stored only in approved safety cans?
_____Are spill containment materials on hand and accessible?

HAND AND POWER TOOLS.MACHINERY & EQUIPMENT

_____Are warning signs and labels posted properly?
_____Are power tools properly grounded and have a ground pin (if 3 conductor)?
_____Are cords or plugs frayed or have defective wiring?
_____Are emergency stops labeled and checked?
_____Is annual certification for material handling equipment, forklifts, hand jacks, overhead cranes, etc, current?
_____Are guards and safety features in place?
_____Are openings over 1/2" on fan blade covers guarded?
_____Are the surfaces on abrasive wheels kept dressed off flat?
_____Are work rests on grinding machines adjusted so opening is less than 1/8 inch to prevent jamming?
_____Is the distance between the abrasive wheel and tongue no more than 1/4" inch?

EMERGENCY AND FIRE EVACUATION

_____Are fire evacuation plans posted?
_____Is there a plan to evacuate persons with disabilities?
_____Are employees familiar with their fire evacuation plan and know their meeting place?
_____Are emergency exits marked and unobstructed?
_____Is emergency lighting available and operational?
_____Are fire extinguishers hung, posted, and unobstructed?
_____Are fire extinguishers inspected and documented on a monthly basis?
_____Have employees received training in order to inspect fire extinguishers?
_____Is there a minimum clearance of 18" between overhead sprinklers and materials stored or positioned beneath them?
_____Are emergency 911 labels on phones?
_____Is the Bomb Threat Checklist available by phones?

FIRST AID FACILITIES

_____Are emergency eyewash & showers available and posted if required in the work area?
_____Are eye washes flushed and checked weekly?
_____Are the nozzles on emergency eye wash units protected from airborne contaminants with approved dust cap covers?

MISCELLANEOUS

_____Are portable ladders properly stored and inspected?
_____Are compressed gas cylinders capped?
_____Are safety SOP's available for review?
_____Is required safety training up-to-date?
_____Do employees know the procedures for reporting unsafe or unhealthful working conditions?
_____Are Job Hazard Analysis available in the work area?
_____Are Job Hazard Analysis reviewed and updated annually and as new jobs are introduced?
_____Do employees have information on injury statistics?
_____Are injuries and near misses discussed at safety meetings with the purpose of preventing future occurrences?
_____Are there any hazards from your last self-safety inspection that has not yet been corrected?
_____If so, How many? _____

FORWARD THIS CHECKLIST TO THE SAFETY OFFICE, Attn: MASO, 667-A Ruger Rd, 5th Floor.

CHAPTER 4
ACTIVITY SAFETY COMMITTEES

4.1. **PURPOSE**. The purpose for activity safety committees is to resolve safety issues/complaints at the activity level and to address compliance within the safety requirements outlined in USMA Regulation 385-12 and other applicable regulations.

4.2. **APPLICABILITY**.

The following activities will establish a safety committee:

(1) USCC

(2) DHPW

(3) 1st Battalion 1st Infantry Division

(4) DOL

(5) DCFA

(6) DEAN

(7) DOIM

(8) DIA

4.3. **RESPONSIBILITIES**.

a. Commanders, MADs and Activity Chiefs will:

(1) Chair their Safety Committee.

(2) Create and maintain an interest in safety.

(3) Review the activity's accident experience and related safety problems, reports of fatal or serious accidents, near misses and safety suggestions.

(4) Attempt to resolve safety issues at the Battalion/Activity level and address those, which cannot at the West Point Occupational Safety and Health Advisory Council.

b. CDSO will:

(1) Assist the activity director in scheduling quarterly activity safety committee meetings.

(2) Prepare the agenda for the meeting and forward a copy to each member at least one week prior to the meeting. Agenda items will include at a minimum

(a) Update on correction of RAC work orders.

(b) Compliance with safety training requirements.

(c) Review of accidents/near misses and actions taken to preclude similar incidents.

(d) Concerns/complaints on safety issues.

(e) Integration of Risk Management.

(f) Safety Award recognition

(g) Awareness of season hazards and controls.

(3) Prepare the minutes from the meeting.

(4) Establish target dates and track progress of safety recommendations to completion ensuring the chairperson is provided with monthly updates.

(5) Forward a copy of the minutes to the USMA Safety Office.

c. Safety Committees will, at a minimum, include the following members:

(1) USCC:

(a) Each Regimental TAC

(b) CDSO or representative for DPE

(c) CDSO or representative for DCA

(d) CDSO or representative for DMI

(e) Representative for each union, if appropriate.

(2) 1st Battalion, 1st Infantry Division Company Commander/NCOIC and CDSO.

(3) DEAN:

(a) CDSO or representative for each department.

(b) Representative for each union, if appropriate.

(4) Each MAD/Activity Safety Committee:

(a) Either each Division Chief and/or CDSO for that division, if one is appointed.

(b) Branch Chiefs as deemed appropriate; however, they should not be substituted for their Division Chief.

(c) Representative for each union, if appropriate.

NOTE: Activities may wish to establish additional safety committees or continue those already established.

CHAPTER 5

WEST POINT SAFETY & HEALTH COUNCIL CHARTER

5.1. **PURPOSE**: To establish the Safety & Health Council at West Point.

5.2. **Article I**: Name, Location and Authority.

Section 1. The name of this organization will be "Safety & Health Council at West Point, " hereinafter referred to as, " Safety & Health Council," or "SHC."

Section 2. The location of the Safety & Health Council will be the United States Military Academy at West Point, New York.

Section 3. The Safety & Health Council, mandated by AR 385-10, is convened pursuant to the order of the Superintendent, United States Military Academy, West Point, New York and will serve under his command jurisdiction.

5.3. **Article II**: Charter.

Section 1. The mission of the Safety & Health Council is to promote and coordinate safety and health issues to minimize personnel injuries and property damage by reducing the number and severity of accidents at USMA. The Council will establish and maintain a system of accountability for safety.

Section 2. The Safety & Health Council will address institutional programs that affect the safety and health of USMA's workforce, community, and visitors. The SHC does not circumvent the chain of command and will provide recommendations on significant safety and health issues to the Superintendent for approval/disapproval or ask for clarification.

5.4. **Article III:** Membership and Leadership.

Section 1. The SHC membership is based on positions and organizations that can most positively impact safety and health issues at West Point. A working committee is established.

SHC Membership by Position (Attend Quarterly meetings only) (*with vote)

*USMA Chief of Staff/Chairperson
*Chief of Staff, USCC
*Associate Dean, O/Dean
*Commander, MEDDAC
*Director, DHPW
*Director, DCFA
*Executive Officer, ODIA
Deputy, SJA (Advisory Only)
*Deputy Director, DRM
IG, (Advisory Only)
*Director, DOL
*Director, DOIM

*Commander, 1st Battalion 1st Infantry
*AFGE Local 2367, Union President
*Provost Marshal, PMO
*USMA Fire Chief

MASO (385)
SUBJECT: West Point Safety & Health Council Charter

SHC Working Committee Membership by Position (Attend Quarterly & Bi-monthly meetings)

O/Commandant, CDSO	O/Dean, CDSO
ODIA, CDSO	DHPW, Safety Specialist
DOL, Safety Specialist	DCFA, CDSO
1/1, XO	IAFF, Local F7, Union President
MEDDAC, Industrial Hygienist	Safety Manager, MEDDAC
USMA Safety Ofc, Safety/Crisis Mgr	DRM, CRCP, Chairperson
Alcohol & Drug Control Ofc, Chief	CPAC, Director
DOC, Deputy Director	DOIM, CDSO
CSM, USMA & 1/1 INF	Occupational Health Nurse

Section 2. The Superintendent will appoint the Chief of Staff to serve as the chairperson of the Safety & Health Council, hereinafter referred to as the "Chair." The Chair will serve indefinitely unless changed by the Superintendent. Other members, including the unions, will serve as stipulated on the SHC or SHC Working Committee.

Section 3. The USMA Command Safety Director is responsible for preparing the agenda, scheduling meetings, establishing procedural instructions, and recording the SHC meetings.

5.5. **Article IV**: Meeting and Reporting Frequency.

Section 1. The SHC will meet quarterly in the third week of January, April, July, and October. The SHC Working Committee will meet bi-monthly in the first week of February, April, June, August, October, and December. The Chairperson and Command Safety Director will meet with the Superintendent to discuss council actions and issues at the Chair's discretion.

Section 2. The USMA Command Safety Director will provide the SHC meeting minutes in bullet format to the Superintendent within 10 working days after the meeting. Included in the minutes will be recommendations for approval/disapproval by the Superintendent on significant safety and health actions and status of actions.

Section 3. Agenda items for the SHC Working Committee may include, minimally, any of the topics below. Agenda for the SHC meeting will be safety issues unresolved at the SHC Working Committee. Unresolved safety issues addressed to the council voting members will include options on possible solutions. Routine items to be included on the agenda for quarterly meetings are:

a. Mandatory update on correction of RAC 2 work orders
b. Reporting of quarterly accident statistics
c. Update of safety inspections

MASO (385)
SUBJECT: Charter for the West Point Safety & Health Council

Agenda Item/Responsibility

Old & New Business/Command Safety Director
Required Safety Training/Safety Training Coordinator
Integration of Risk Management/Command Safety Director
Force Protection Team/Team Leader
Industrial Hygiene Program/Industrial Hygienist
Upcoming/Ongoing Construction Projects (Safety/Health issues only)/DHPW
Status on Correction of High Risk of (RAC 1 & 2) work orders/DHPW
Traffic Safety/PMO
Civilian Resource Conservation Program/Program Manager
Military Accidents/Command Safety Director
Risk Assessment for Cadet & Soldiers Training/USCC and 1/1
Workplace Violence Prevention/Crisis Manager
Safety & Health in Academic Labs/O/Dean
Hazardous Substance Management System/DOL
OPORD Risk Assessment
Seasonal Hazard Concerns/Command Safety Director
Outdoor Lighting/Security Upgrades/PMO & Command Safety Director
Safety & Health Issues/Concerns from Members/All members

5.6. **Article V:** Duration of Safety and Health Council: This Charter remains in effect until amended or rescinded by the Superintendent.

CHAPTER 6

Personal Protective Equipment (PPE)

6.1. **PURPOSE**. This chapter prescribes responsibilities, policy and procedures for providing personal protective equipment (PPE) and lists the current occupations and type of PPE required and authorized for that occupation.

6.2. **SCOPE**. The use of PPE applies to all USMA areas of employment (military and civilian) were hazards are present or likely to be present and necessitate the use of PPE.

6.3. **OBJECTIVE**. Compliance with the Occupational Safety and Health Administration (OSHA) Standard entitled, Personal Protective Equipment (PPE) (29 CFR 1910.132). Assess the workplace to determine if hazards are present, select and have the affected employee use the type of PPE required and train the employees on the proper use of the PPE.

6.4. **RESPONSIBILITIES**:

a. Safety Office will:

(1) Administer and oversee the overall Personal Protective Equipment Program.

(2) Identify supervisors who must be trained and oversee the requirement to provide training to them on job hazard analysis and on the use of applicable PPE for their personnel.

(3) Ensure work place compliance through periodic surveys.

b. Industrial Hygiene will:

(1) Consult/coordinate with the Safety Office on hazard assessments related to the installation PPE program.

(2) Determine appropriate PPE during annual work site evaluations and updates and provide the evaluations to the work site supervisors.

(3) Provide training on appropriate PPE when requested by the Safety Office of the work site supervisor.

c. Supervisors will: Within three months after receiving training mentioned above, conduct a job hazard analysis for each position they supervise and provide training on use of applicable PPE for their personnel. Conduct refresher training at least annually or when work procedures change.

6.5. **APPLICABILITY**.

a. PPE will be furnished by the unit or activity at no cost to personnel, when required.

b. PPE will be funded from appropriated fund accounts. Non-appropriated fund activities will provide PPE from their own funds, unless authorized by appropriated fund sources.

c. All visitors and transients will be required to comply with PPE requirements of the work location or lab.

3-3. Listed below is a key of PPE required for certain positions at USMA. Following the key is an alphabetical listing of activities and occupations for that activity. After each occupation is numbers, which correspond to the key, and identifies what PPE is required for that occupation. Whenever an asterisk (*) appears after the number refer to the last page for an explanation. The USMA Safety Office should be notified if occupations were left out or new occupations are established which might require the use of PPE.

1. Analyzer Gas & Vapor
2. Dielectric Boots
3. Dielectric Rubber Gloves
4. Eye Protection
5. Firefighter Turn Out Gear
6. Foot Protection
7. Hard Hat
8. Hearing Protection
9. Hot Sticks
10. Laboratory Coat
11. Level A Suits
12. Lock Outs
13. Non-sparking Tools
14. Respirator
15. Rubber Apron
16. Rubber Gloves
17. Safety Belts
18. Safety Glasses
19. Tivex Suit
20. Welders Apron
21. Welders Curtain
22. Welders Gloves
23. Welders Helmet/Goggles

USMA OCCUPATIONS REQUIRING PROTECTIVE EQUIPMENT

PROTECTIVE EQUIPMENT	PPE KEY
CHAPLAIN	
Sexton Supervisor	6
Sexton	6
COMMISSARY	
Assistant Head Meatcutter	6,7,8,18
Head Meatcutter	6,7,8,18
Laborer Leader	6,8,18
Meatcutter	6,7,8,18
Meatcutter Leader	6,7,8,18
Meatcutter Worker	6,7,8,18
Warehouseman	4*, 6,7
Warehouseman Foremen	4*, 6,7

PUBLIC AFFAIRS OFFICE

Photojournalists	15,16,18

DIRECTORATE OF COMMUNITY AND FAMILY ACTIVITIES	PPE KEY
Equipment Operator Supervisor	4*,6,8
Grounds Maintenance Lead Foreman	6,7,8,18
Grounds Maintenance Worker	6,7,8,18
Recreational Equipment Operator	4*,6,8
Supervisory Recreation Specialist (Arts & Crafts)	6,8,18
West Point School Industrial Arts Teacher	8,18
West Point School Science Lab Teacher	11,18

DIRECTORATE OF HOUSING AND PUBLIC WORKS (DHPW)

Air Conditioning Equipment Foreman	6,8,12**, 18
Air Conditioning Equipment Mechanic	6,8,12**, 18
Air Conditioning Equipment Operator	6,8,12**, 18
Asbestos abatement foreman	1,4,6,7,8,11,12,13,14,16,18,19
Asbestos abatement worker	1,4,6,7,8,11,12,13,14,16,18,19
Air Conditioning Mechanic Helper	6,8,12**, 18
Asphalt and Construction Worker	6,7,8,18
Asphalt Work Leader	6,7,8,18
Asphalt Worker.	6,7,8,18
Boiler Plant Equipment Mechanic	6,8,12**, 18
Boiler Plant Equipment Mechanic Helper	6,8,12**, 18
Boiler Plant Operator	6,8,12**, 18
Boiler Plant Operator Foreman	6,8,12**, 18
Carpenter.	6,7,8,14,18
Carpenter Helper.	6,7,8,14,18
Carpenter Leader	6,7,8,14,18
Carpenter Worker	6,7,8,14,18
Civil Engineering Technician. .	4*
Construction Inspection Br. Construction Rep	6,8,18,7
Electric Power Contr	4*
Electrical Engineer	4*
Electrical Equipment Repairer	6,7,8,12**, 18
Electrical Helper	6,7,8,12**, 18
Electrical Ind Control Mechanic	6,7,8,12**, 18
Electrical Ind Control Mechanic Foreman	6,7,8,12**, 18
Electrical Worker	6,7,8,12**, 18
Electrical Worker (Hi Volt)	6,7,8,9,12**, 17,18
Electrician	6,7,8,12,18
Electrician Leader	6,7,8,12**, 18
Electrician Foreman	6,7,8,12**, 18
Engineer Equipment Operator	6,7,8,18
Engineer Equipment Operator Leader	6,7,8,18

Engineer Technician	4*
Environmental Branch Technician	6,7,8,11,13,14,15,16,18,19
Facility Maintenance Coordinator	4*
Fire Fighters	*, 5,6,14,19

DIRECTORATE OF HOUSING AND PUBLIC WORKS (DHPW)	PPE KEY
Fire Protection Inspector	6,14,18
Forester	6,7,8,18

PROTECTIVE EQUIPMENT

DIRECTORATE OF HOUSING AND PUBLIC WORKS (CONT)	PPE KEY
Gardener	6,8,18
Gardener Foreman	6,8,18
Gardener General Foreman.	6,8,18
Gas Appliance Repairer	1,6,8,18
General Equipment Mechanic	6,8,18
Glazier/Screen Worker	6,8,18
Heating/Boiler Plant Equip Mechanic Foreman	6,8,14,18
Heating/Boiler Plant Equip Mechanic Leader	6,8,14,18
Heating Equipment Mechanic	6,8,14,18
Industrial Equipment Mechanic	6,8,12**, 14
Industrial Equipment Mechanic Foreman	6,8,18
Laborer	6,8,18
Locksmith & Helper	6,8,18
Mechanical Engineer	4*
Machinist	6,8,18
Maintenance Leader	6,8,18
Maintenance Mechanic	6,8,18
Maintenance Mechanic Foreman	6,8,18
Maintenance Mechanic General Foreman.	6,8,18
Maintenance Mechanic Helper	6,8,18
Maintenance Mechanic Leader	6,8,18
Maintenance Mechanic Worker	6,8,18
Maintenance Superintendent Foreman.	6,8,18
Maintenance Support Leader	6,8,18
Maintenance Worker.	6,8,18
Maintenance Worker Leader	6,8,18
Maintenance Workers Swim Pool Mechanical Rooms	6
Mason	6,8,14,18
Mason Foreman	6,8,14,18
Mason Helper	6,8,14,18
Masonry Worker	6,8,14,18
Mechanic/Electric Engineer Technician	4*
Metal/Roofing Section - Machinist Helper	6,8,18
Metal/Roofing Section - Machinist Leader	6,8,18
Metal/Roofing Section - Metal Maintenance Foreman	6,8,18
Metal/Roofing Section - Roofer	6,8,18
Metal/Roofing Section - Roofer Helper	6,8,18

Metal/Roofing Section - Roofer Leader	6,8,18
Metal/Roofing Section - Sheet Mtl/Roof Form	6,8,18
Painter	6,8,14,18
Painter Foreman	6,8,14,18
Painter Helper	6,8,14,18
Painter Leader	6,8,14,18
Pipefitter	6,8,13***, 18
Pipefitter Foreman	6,8,13***, 18

DIRECTORATE OF HOUSING AND PUBLIC WORKS (CONT)	PPE KEY
Pipefitter Helper	6,8,13***, 18
Pipefitter Leader	6,8,13***, 18
Plumber	6,8,13***, 18
Plumbing Worker	6,8,13***, 18
Refrigeration & Air Conditioning Mechanic	6,8,14,18
Rigging Worker	6,7,8,18
Road Sweeper Operator	6,8,18
Sewage Disposal Plant Operator	6,8,14,18,19
Sewage Disposal Plant Worker	6,8,14,18,19
Shade Maker	6,8,18
Sheet Metal Worker	6,8,18
Sign Painter	6,8,14,18
Storage & Issue Section Warehouse Worker	6,8,18
Structure & Maintenance Metal Maint Foreman	6,7,8,18
Supervisory General Engineer	4*
Supervisory Mechanic Engineer	4*
Tool & Parts Attendant	6,18
Tractor Operator	6,8,18
Utility Systems Operator	6,8,18
Utility Systems Operator Foreman	6,8,18
Water Treatment Plant Operator	6,8,13**, 14,18
Water Treatment Plant Operator Foreman	6,8,13**, 14,18,19
Welder	6,8,14,18,20,21,22,23
Woodcrafter	6,8,14,18
Woodcrafter Foreman	6,8,14,18

DIRECTORATE OF INFORMATION MANAGEMENT	PPE KEY
Binder Machine Operator	6,8,18
Bindery and Finish Worker	6,8,18
Bindery Working Lead Foreman	6,8,18
Compositor, Hand	6,8,18
Electronic Mechanic	6,8,18
Electronic Mechanic Foreman	6,8,18
Electronic Mechanic Helper	6,8,18
Electronic Mechanic Leader	6,8,18
Exhibit Model Maker	6,8,14,18

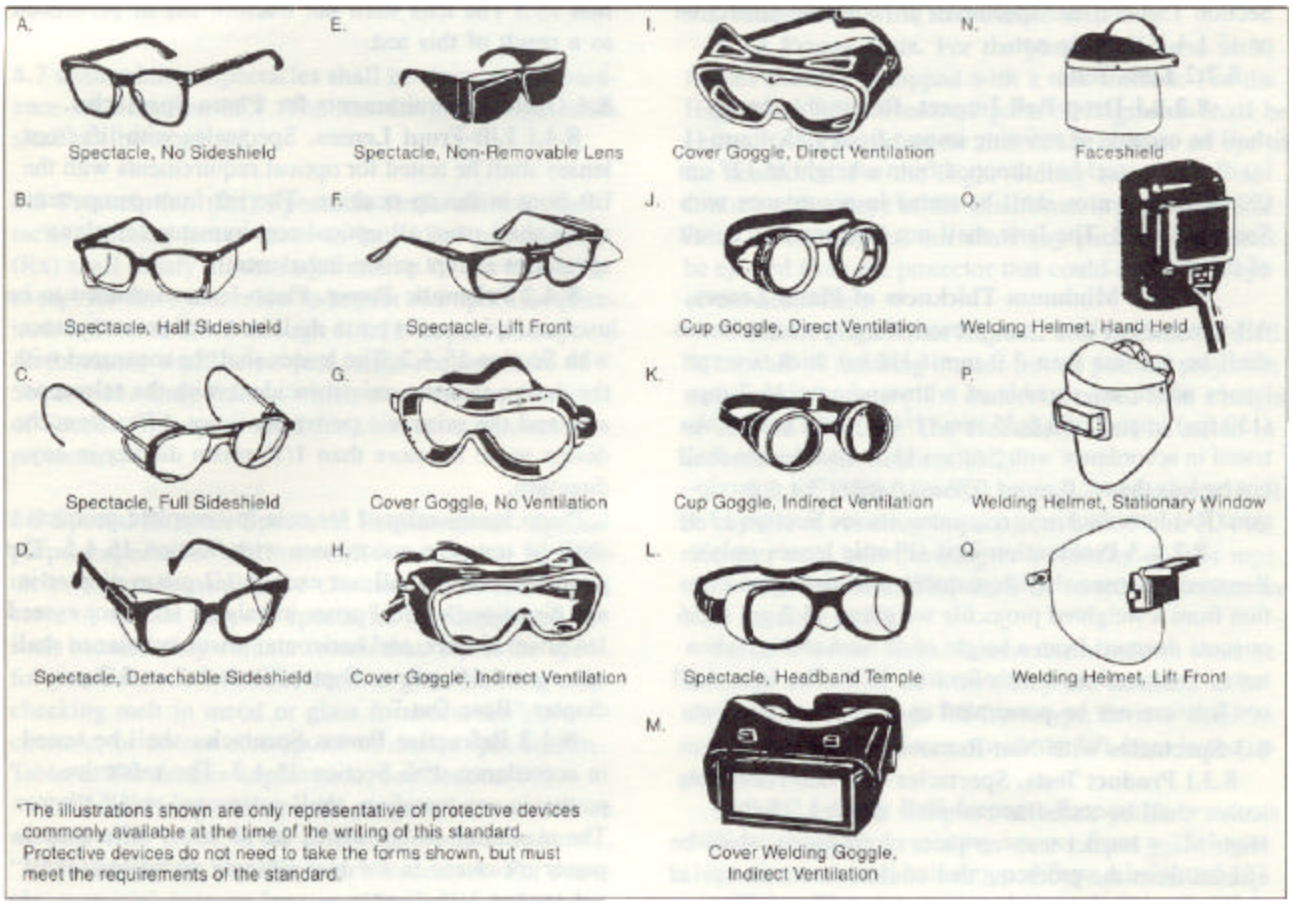
Linotype Operator	6,8,18
Machinist	6,8,18
Model Maker	6,8,14,18
Model Maker Leader	6,8,14,18
Model Maker Supervisor	6,8,14,18

DIRECTORATE OF INFORMATION MANAGEMENT (cont)	PPE KEY
Offset Pressman	6,8,15,16,18
Photo Lab Film Developer	15,16,18
Photographer Half-Tone	6,8,18
Pressman (Printing)	6,8,18
Printing Officer	6,8,18
Supervisory Electronic Technician	4*

DIRECTORATE OF LOGISTICS

Ammunition Inspection	6,8,18
Auto Equipment Repair Inspector	6,8,18
Baker	6
Cook	6
Equipment Specialist	6,8,18
Food Prep Worker	6
Fork Lift Operator	6,8,18
Kitchen & Bakery Equipment Repair Helper	6
Laborer	6,8,18
Laborer (Warehouse)	4*, 6
Laborer Lead Foreman	6,8,18
Maintenance Foreman Assistant	6,8,18
Maintenance Officer	4*
Marine Machinery Mechanic	6,8,18
Meat cutter	6,8,18
Quality Assurance Specialist	6,8,18
Sewing Machine Repairer	18,6
Shoe Repairer	18
Small Arms Repairer	6,8,18
Uniform Factory Manager	6,18
Warehouseman	4*, 6,7
Warehouseman Assistant Lead Foreman	4*, 6,7
Warehouseman Fork Lift Operator	6,7
Warehouseman Lead Foreman	4,6,7

ENGINEER PLATOON, HHC	PPE KEY
General Laborer	6,7,8,18
Equipment Operator	6,7,8,18
Platoon Leader	6,7,8,18
Mason/Carpenter	6,8,14,18
Plumber	6,8,13***, 18
Electrician	6,7,8,12,18
Platoon Sergeant	6,7,8,18
FIRST BATTALION, FIRST INFANTRY	
Range Operations Controller	6,8,18
MEDDAC	
Industrial Hygienist	4,6,7,8,14,18
Meat Cutter	6,8,18
Occupational Health Nurse	4,6,7,8,18
Warehouseman	4*, 6,7
OFFICE OF THE COMMANDANT, (USCC)	
Athletic Equipment Repairman Foreman	6,8,18
Athletic Equipment Repairman Foreman Assistant	6,8,18
Custodial Worker (DCA)	6,16
Custodial Worker (DPE)	6,4*
DPE Instructor & Cadets, Handball, Racketball Squash	4*
Equipment Repairman	6,8,18
Foreman and Assistant (Cdt Supply)	6
Laborer (Cdt Supply)	4*, 6
Racquet/Hand Ball Courts	6,14,18
Warehouseman (Cdt Supply)	4*, 6,7
Warehouseman (Extra Curricular Activities)	4*, 6,7
OFFICE OF THE DEAN	
Chemist	4*, 10,18
Chief Chemist	4*, 10,18
Electronic Equipment Repairer (D/Physics)	6,8,18
General Lab Equipment Mechanic (D/EE&CS)..	6,8,18
General Laboratory Equipment Mechanic (D/C&ME)	6,8,18
Lab Workers (Academic Research Division)	4*, 10,18
Laboratory Worker	4*, 10,18
Mechanical Engineering Technician (D/Mech)	4*, 10,18
Supervisory Mechanical Engin Technician (D/Mech)	4*, 10,18



OFFICE OF THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS	PPE KEY
Equipment Repairman	6, 8,18
WEST POINT MUSEUM	
General Museum Equipment Mechanic	6,8,18

* Identifies occupations that sometimes require a particular type of eye/face protection. A picture of various types of eye/face protection for specific occupations is above. The USMA Safety Office should be contacted for further guidance on eye/face protection.

**Available whenever equipment/energy sources must be deactivated and locked out to prevent accidental starting while equipment/machines are being worked on.

***Available when working in an area where there is a gas leak or danger of explosion caused by a spark.

CHAPTER 7

GUIDELINES FOR REPORTING MILITARY AND CIVILIAN INJURIES

7.1. **PURPOSE**. These guidelines outline procedures for commanders and supervisors to take when reporting military or civilian injuries and references publications, which provide more specific guidance on accident reporting.

7.2. **GUIDELINES.**

On the date of the accident Commanders/Supervisors will: Report military (on or off duty)/civilian (on duty only) injuries which result in medical treatment by telephoning the USMA Safety office, x2253, or send email report to the USMA Command Safety Director, and/or Injury Compensation Specialist.

7.3. **REPORTING CIVILIAN INJURIES**:

a. Supervisors will ensure the employee reports to the Acute Care Clinic of Keller Army Community Hospital (KACH) for evaluation and treatment immediately upon notification of the employee injury. The employee is entitled to select the physician who is to provide treatment; however, the supervisor should encourage the employee to receive immediate medical treatment at KACH, including follow-up care if required. The supervisor will issue a CA-16, "Authorization for Examination and/or Treatment", for the employee to receive treatment at KACH or their private physician. The supervisor must also report all on-the-job-injuries by submitting a CA-1, "Notice of Traumatic Injury", or CA-2, for occupational injuries, to the USMA Safety Office, Attn: Injury Compensation Specialist, as soon as possible after the injury.

b. If the injury is reported to supervisor more than 24 hours after it occurred, contact Occupational Health at x3055, to send the employee for assessment. Employees may also be seen at Occupational Health when they have been treated by a private physician to determine work status of employee, i.e., if they are able to return to regular duty or light duty. A CA-17, "Duty Status Report", must accompany the employee to all follow up visits.

c. Periodically, and whenever a civilian injury occurs, review the following publications:

(1) AR 385-40, Accident Investigation and Reporting.

(2) USMA Reg. 690-35, Traumatic Injury and Occupational Illness.

(3) USMA Reg. 40-5, Occupational Health Program, Chapter 3.

(4) Forms and further guidance is available at U.S. Department of Labor website:

http://www.dol.gov/dol/esa/public/regs/compliance/owcp/fecacont.htm

d. Reproduce and post these guidelines on your activity bulletin boards.

7.4. **REPORTING MILITARY INJURIES AND DAMAGE TO GOVERNMENT OR PRIVATE PROPERTY IN WHICH THE GOVERNMENT IS AT FAULT.**

a. All military off duty non-fatal accidents and military on-duty accidents and/or property damage will be reported on DA Form 285 (shaded portion only).

b. Accidents involving 20 or more lost workdays and/or total property damage of $ 2,000 or more, will require completion of the entire DA Form 285.

c. The unit having the accident must investigate it and complete the DA Form 285; within 15 days of the incident/accident.

d. USMA Safety office has appointed an Accident Investigation Specialist, to investigate serious accidents and provide guidance on completing the DA Form 285. POC is the USMA Safety Office, x5964.

e. You can obtain a DA Form 285 and the instructions for completing it at the following website: http://safety.army.mil/home.html

CHAPTER 8

USMA CONFINED SPACE ENTRY PROGRAM

8.1. **PURPOSE**.

This program contains requirements for practices and procedures to protect USMA employees from the hazards of entry into confined spaces.

8.2. **SCOPE**.

The USMA Confined Space Program applies to USMA areas of employment (military and civilian) that may enter confined spaces as defined in this program. Contractors who must enter confined spaces at USMA will have their own written confined space program and it will be written in each contract that the contractor will comply with the requirements of Chapter 14 of the USMA Confined Space Entry Program and OSHA 1910.146 Permit Required Confined Spaces.

8.3. **DEFINITIONS**.

a. Acceptable entry conditions means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

b. Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

c. Authorized entrant means an employee who is authorized by the employer to enter a permit space.

d. Confined space means a space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and

(2) Has limited or restricted means for entry or exit (for example, tanks, vessels, storage bins, vaults, and pits are spaces that may have limited means of entry.); and

(3) Is not designed for continuous employee occupancy.

e. Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

f. Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspired to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

g. Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

h. Entry permit (permit) means the written or printed document that is provided by USMA to allow and control entry into a permit space and that contains the information specified in paragraph (s) of this section.

i. Entry supervisor means the person (such as the foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this program for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

j. Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

(1) Flammable gas, vapor, or mist in excess of ten (10) percent of its lower flammable limit (LFL);

(2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of five (5) feet (1.52 m) or less.

(3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

(4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substance, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability of self-rescue, injury, or acute illness due to its health effects is not covered in this program.

(5) Any other atmospheric condition that is immediately dangerous to life or health.

NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200, can provide guidance in establishing acceptable atmospheric conditions. If still uncertain of PEL exposure limits contact the USMA Safety Office at 938-3717/3730 or Industrial Hygienist at 938-7586/5837.

k. Hot work permit means the USMA Fire Department's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

l. Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

NOTE: Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

m. Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen- deficient atmosphere.

n. Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections or lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

o. Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

p. Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

q. Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

r. Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

s. Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

(1) Contains or has a potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

t. Permit-required confined space program (permit space program) means USMA's overall program for controlling and, where appropriate, for protecting employees from permit space hazards and for regulating employee entry into permit spaces.

NOTE: Contractors must have their own written Confined Space Entry Program.

u. Permit system means the USMA's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

v. Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

w. Rescue service means the personnel designated to rescue employees from permit spaces.

x. Retrieval system means the equipment (including a retrieval line, full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

y. Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing enables USMA areas of employment who may enter confined spaces both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

8.4. **PROCEDURES**:

a. All manholes, pipelines, tanks and vaults are considerd permit-required confined spaces. Permit-required confined spaces in an around utility plants will be identified in an inventory that identifies the space by facility name, building number, space location, space name and potential hazards. Spaces will be identified with a permanent sign or label attached on or near the entrance to the space. The supervisor responsible for the space will inform affected employees of the confined space inventory and associated hazards at least annually or when new space are added to the inventory. Safety Office personnel will assist activities in identifying permit-required confined spaces on request.

b. An entry permit is not required if the following can be determined:

(1) The entry supervisor can show that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;

(2) The entry supervisor can show that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.

(3) The entry supervisor develops monitoring and inspection data that supports the requirements of paragraph c(1) and (2) above.

(4) If an initial entry of the permit space is necessary to obtain the data required by paragraph c(3) above, the entry is performed in compliance with paragraphs (d) through (k) of this section;

(5) The determinations and supporting data required by paragraphs c (1)(2) and (3) above are documented by the entry supervisor. **A form for documentation of this information is at Appendix A.**

(6) Entry into the permit space under the terms of paragraph c of this program is performed in accordance with the requirements of paragraph d.

NOTE: See paragraph of this section for reclassification of a permit space after all hazards within the space have been eliminated.

d. The following requirements apply to entry into permit spaces that meet the conditions set forth in paragraph c above.

(1) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

(2) When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

(3) Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:

(a) Oxygen content,

(b) Flammable gases and vapors, and

(c) Potential toxic air contaminants.

(4) There may be no hazardous atmosphere within the space whenever any employee is inside the space.

(5) Continuous forced air ventilation shall be used, as follows:

a. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;

b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;

c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

(6) The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. The more toxic or greater the hazard the more frequently it will be tested.

(7) If a hazardous atmosphere is detected during entry:

a. Each employee shall leave the space immediately.

b. The entry supervisor shall evaluate the space to determine how the hazardous atmosphere developed.

c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

(8) The entry supervisor shall verify that the space is safe for entry and that the pre-entry measures required above are followed through a written form similar to that at Appendix A that contains the date, the location of the space, and the signature of the entry supervisor providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space.

(9) When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the entry supervisor shall re-evaluate that space and, if necessary, reclassify it as a permit-required confined space.

(10) A permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

a. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into a space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

b. If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed **using one of the examples of permits at appendix B to comply with this requirement**. If testing and inspection during that entry show that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

NOTE: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards. Paragraph c covers permit space entry where the entry supervisor can demonstrate that forced air ventilation alone will control all hazards in the space.

c. The entry supervisor shall document the basis for determining that all hazards in a permit space have been eliminated, through certification **using one of the examples of permits at Appendix A for this requirement.**

d. If hazards arise within a permit space that has been declassified to a non-permit space under paragraph d (10) of this section, each employee in the space shall exit the space. The entry supervisor shall then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions of this section.

8.5. **RESPONSIBILITIES**.

a. All Major Activity Directors (MADs) and Activity Directors having USMA personnel who may enter confined or permit spaces as defined in this Chapter will:

(1) Train all personnel who may enter a confined or permit space on the existence and location of and the dangers posed by these spaces. This training shall be documented and is outlined in paragraph 8-8.

NOTE: No one shall enter a confined/permit space until the entry supervisor determines through following the guidance in this program there are no serious safety and health hazards.

(2) Identify and evaluate the hazards of confined/permit spaces before employees enter them;

(3) Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:

a. Specifying acceptable entry conditions;

b. Isolating the permit space.

c. Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;

d. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and verifying the conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.

(4) Provide the following equipment and maintain and ensure that employees use it properly.

a. Testing and monitoring equipment needed to comply with (5) below.

b. Ventilating equipment needed to obtain acceptable entry conditions;

c. Communications equipment.

d. Personal protective equipment insofar as feasible engineering and work practice controls does not adequately protect employees;

e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;

f. Barriers and shields;

g. Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;

h. Rescue and emergency equipment needed, except to the extent that the equipment is provided by the USMA Fire Department.

i. Any other equipment necessary for safe entry into and rescue from permit spaces.

(5) Evaluate permit space conditions as follows when entry operations are conducted:

a. Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;

b. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations;

c. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

NOTE: Atmospheric testing conducted in accordance with Appendix * would be considered as satisfying the requirements of this paragraph. For permit space operations in sewers, atmospheric testing conducted in accordance with Appendix *, as supplemented by Appendix *, would be considered as satisfying the requirements of this paragraph.

(6) Provide at least one attendant outside the permit space, into which entry is authorized for the duration of entry operations;

NOTE: Attendants may be assigned to monitor more than one permit space provided the duties described in paragraph (a) above can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described in paragraph (a) above can be effectively performed for each permit space that is monitored.

(7) If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities under paragraph (a) above.

(8) Designate the persons who are to have active roles (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required by this section.

(9) Develop and implement procedures for summoning the USMA Fire Department for rescuing entrants from permit spaces, and providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;

(10) Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this section;

(11) Develop and implement procedures to coordinate entry operations involving both USMA and contractor employees so that USMA or contractor employees are not endangered.

(12) Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed:

(13) Review entry operations when the entry supervisor has reason to believe that the measures taken under your program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized.

NOTE: Examples of circumstances requiring the review of the permit-required confined space program are: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

(14) Review your program, using the canceled permits retained for one year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

(15) Insure contracts for contractors who may enter confined spaces contain requirements for the contractor to have their own written confined space program and that the contractor will comply with OSHA 1910.146 Confined Space Standard and the USMA Confined Space Program.

a. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of the USMA program and OSHA 1910.146 Confined Space Standard.

b. Apprise the contractor of the elements, including the hazards identified and USMA's experience with the space, that make the space in question a permit space.

c. Apprise the contractor of any precautions or procedures that the USMA has implemented for the protection of their employees in or near permit spaces where contractor personnel will be working;

d. Coordinate entry operations with contractor, when both USMA personnel and contractor personnel will be working in or near permit spaces, as required by paragraph (d)(11) of this section; and

e. Require the contractor to debrief your contract office representative (COR) at the conclusion of the entry operations regarding his permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

(16) In addition the COR for the contract will insure each contractor who is retained to perform permit space operations:

a. Obtains any available information regarding permit space hazards and entry operations from USMA.

b. Coordinates entry operations with USMA when both USMA and contractor personnel will be working in or near permit spaces.

c. Provides the COR with a copy of the permit space program that the contractor will follow.

b. Duties of authorized entrants. The activity shall ensure that all authorized entrants:

(1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Properly use equipment as required by this program;

(3) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by paragraph c (6) of this section;

(4) Alert the attendant whenever:

a. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or

b. The entrant detects a prohibited condition; and

(5) Exit from the permit space as quickly as possible whenever:

a. An order to evacuate is given by the attendant or the entry supervisor,

b. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,

c. The entrant detects a prohibited condition, or

d. An evacuation alarm is activated.

c. Duties of attendants. The activity shall ensure that each attendant:

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Is aware of possible behavioral effects of hazard exposure in authorized entrants;

(3) Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space.

(4) Remains outside the permit space during entry operations until relieved by another attendant;

NOTE: When the activity's permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations as required by this program and if they have been relieved as required in this section.

(5) Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space under paragraph 14-5 c (6) of this section;

(6) Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;

a. If the attendant detects a prohibited condition;

b. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;

c. If the attendant detects a situation outside the space that could endanger the authorized entrants; or

d. If the attendant cannot effectively and safely perform all the duties required under paragraph (a) of this section;

(7) Summon rescue and other emergency services as soon as the attendant determines the authorized entrants may need assistance to escape from permit space hazards;

(8) Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway;

a. Warn the unauthorized persons that they must stay away from the permit space;

b. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and

c. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;

(9) Performs non-entry rescues as specified by the employer's rescue procedure; and

(10) Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

d. Duties of entry supervisors. The activity shall ensure that each entry supervisor:

(1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(2) Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

(3) Terminates the entry and cancels the permit as required by this program;

(4) Verifies that rescue services are available and that the means for summoning them are operable;

(5) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and

(6) Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

(7) If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be available to Keller Army Community Hospital emergency personnel or other medical facility treating the exposed entrant.

e. Duties of the USMA Fire Department. The following requirements apply to the USMA Fire Department who has responsibilities to perform rescue services:

(1) The Fire Chief shall ensure that each member of his rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.

(2) Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants under section 8-8 of this program.

(3) Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

(4) Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first aid and in CPR shall be available.

(5) To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.

(6) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the rescue service can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

(7) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than five feet deep.

f. The USMA Safety Office will administer and oversee the USMA Confined Space Entry Program. Questions/issues or other concerns on compliance with this program that can not be resolved by the activity conducting confined space entry shall be directed to the USMA Safety Office.

g. Industrial Hygiene will:

(1) Provide workplace health hazard assessments relating to the installation managed Confined Space Entry Program to the USMA Safety Office and the Activity Directors with USMA personnel that routinely enter confined spaces or permit-required confined spaces

(2) Assist in the selection of RPE and PPE for work operations in confined spaces.

(3) Monitor confined spaces upon request by the Safety Office or the work site supervisor.

(4) Assist in other duties such as training, evaluating and monitoring work procedures.

NOTE: Employers may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

8.6. **PERMIT SYSTEM**.

a. Before entry is authorized, the entry supervisor shall document the completion of measures required in this program by preparing an entry permit.

b. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

c. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm the pre-entry preparations have been completed.

d. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

e. The entry supervisor shall terminate entry and cancel the entry permit when.

(1) The entry operations covered by the entry permit have been completed; or

(2) A condition that is not allowed under the entry permit arises in or near the permit space.

f. The activity shall retain each canceled entry permit for a least one year to facilitate the review of the permit required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

8.7. **ENTRY PERMIT**.

a**. The entry permit (example Appendix A**) that documents compliance with this program and authorizes entry to a permit space shall identify:

(1) The permit space to be entered;

(2) The purpose of the entry;

(3) The date and the authorized duration of the entry permit;

(4) The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit; which authorized entrants are inside the permit space;

NOTE: This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tacking system, to keep track of the authorized entrants within the permit space.

(5) The personnel, by name, currently serving as attendants;

(6) The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;

(7) The hazards of the permit space to be entered;

(8) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating and flushing permit spaces.

(9) The acceptable entry conditions;

(10) The results of initial and periodic tests performed under this section, accompanied by the names or initials of the testers and by an indication of when the tests were performed;

(11) The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;

(12) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;

(13) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;

(14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and

(15) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

b. Any entry permit, which does not include at a minimum the information noted in the example at Appendix B will first be approved by the USMA Safety Office before being used under this program.

8.8. **TRAINING.**

a. The activity shall provide training so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this program.

b. Training shall be provided to each employee involved in confined space entry.

(1) Before the employee is first assigned duties under this section;

(2) Before there is a change in assigned duties;

(3) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.

(4) Whenever the activity has reason to believe either that there are deviations from the permit space entry procedures required by this program or, that there are inadequacies in the employee's knowledge or use of these procedures.

c. The training shall establish employee proficiency the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.

d. The activity shall certify through documentation that the training required above of this section has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

APPENDIX A

USMA CONFINED SPACE ENTRY PERMIT

Date_____

Location of space _____

Description of space _____

Entry supervisor _____

Purpose of entry _____

Entry authorized from _____hrs to _____hrs _____(date)

Authorized entrants _____

_____

Authorized attendant(s) _____

PRE-ENTRY CHECK LIST

Are all personnel trained in confined space entry procedures? [ ] yes [ ] no

Fire Department notified of the time, and location of entry? [ ] yes [ ] no

Equipment on site:

[ ] atmosphere tester [ ] 2 way radios [ ] rescue equipment [ ] ventilator [ ] traffic barricades

Atmosphere tester calibrated: [ ] yes [ ] no

APPENDIX A

HAZARDS AND CONTROLS

Atmosphere: [ ] oxygen deficiency [ ] flammable [ ] toxic

Flammable/explosive: [ ] dust [ ] chemical (specify)_____

Toxic: (specify)_____

Other hazards: [ ] engulfment [ ] mechanical [ ] electrical

Introduced hazards: (specify)_____

Potential hazards controlled by: [ ] depressurization [ ] purging/cleaning piping [ ] ventilation

[ ] lockout/tagout [ ] blinding/capping piping

[ ] other_____

Rescue equipment on site: [ ] lifting harness [ ] tripod/winch [ ] air pack [ ] life line

Hot work (welding) permit required? [ ] yes [ ] no

Personal protective equipment required for entry:

[ ] gloves [ ] tyvek suit [ ] eye protection [ ] hearing protection

[ ] other (specify) _____

Atmosphere monitoring: [ ] continuous

TESTING AND MONITORING (sample at 2 hr intervals)

Time	Oxygen (O_2)	Flammable Gas, % LEL	Hydrogen Sulfide (H_2S)	Carbon Monoxide (CO)	Chlorine (Cl_2)
hrs	%	%	ppm	ppm	ppm
hrs	%	%	ppm	ppm	ppm
hrs	%	%	ppm	ppm	ppm
hrs	%	%	ppm	ppm	ppm
hrs	%	%	ppm	ppm	ppm
Allowable	**19.5-23.5%**	**<10%**	**<10ppm**	**<35ppm**	**<0.5ppm**

AUTHORIZATION: All actions and conditions necessary for safe entry to, work in, and exit from the confined space have been performed. Entry is permitted on the date and time, and for the duration specified above.

_____
(signature of individual authorizing entry)

CANCELLATION: All entrants have exited the space and this permit is canceled.

Date _____ _____
(signature of individual authorizing entry)

CHAPTER 9

USMA RADIATION PROTECTION PROGRAM

9.1. **PURPOSE**. This program establishes policies and responsibilities for the licensing, control, transportation, and disposal of ionizing and non-ionizing radiation producing materials and their related hazards.

9.2. **APPLICABILITY**. This program applies to USMA elements procuring, receiving, storing, shipping, using, transporting, maintaining, or disposing of ionizing and non-ionizing radiation producing materials and/or equipment.

9.3. **POLICY**. Personnel exposures to radiation, contamination of property, and uncontrolled releases or radioactive materials shall be as low as reasonably achievable (ALARA).

9.4. **RESPONSIBILITIES**.

a. The USMA Command Safety Director will administratively direct, and coordinate the USMA Radiation Protection Program, and be appointed as the Installation Radiation Protection Officer. Responsibilities will include:

(1) Provide the Chief of Staff, Radiation Control Committee, and radiation users with advice and assistance on all matters pertaining to radiation safety.

(2) Implement the installation Radiation Protection Program.

(3) Assure that Army Radiation Authorizations (ARA) permits are obtained and current for all radioactive materials for which they are responsible.

(4) Review radiation operations to determine compliance with regulation, NRC license requirements, ARA authorization requirements, and approved procedures.

(5) Maintain an inventory of radiation sources in accordance with AR 11-9.

(6) Review and approve procurements, or procurement contracts for radiation sources or devices containing radiation sources.

b. Activities that procure, receive, store, ship, use, transport, maintain, or dispose of sources of radiation will:

(1) Establish internal procedures to control the procurement, receipt, shipping, transport, use, maintenance, storage, and/or disposal of the following radiation sources:

(a) Radioactive solids in excess of 1 microcurie or with a specific radioactivity exceeding 0.002 microcuries per gram or emitting a dose rate of 0.1 milliroentgens/hour at contact.

(b) Radioactive materials in excess of the quantities listed in Title 10, Code of Federal Regulations (CFR), Part 20, Chapter 3.

(c) Items activated in nuclear reactors by accelerators.

(1) Establish a SOP on radiation protection.

(2) Assure compliance with federal, state and local regulations.

(3) Assure explicit compliance with all AR 11-9, NRC license requirements, ARA authorizations, and federal, state, and local radiation protection regulations and standards.

(4) Maintain an accurate record of the inventory of radiation sources used by the activity IAW AR 11-9. The record for each item should include as applicable, the national stock number and nomenclature, quantity, manufacturer's model number, serial number, isotope, source activity, date the activity was determined, chemical and physical form, sealed or unsealed, and using organization and location. A physical inventory of all radiation sources will be performed annually. This inventory will be performed by the activity RPO or his/her designated representative. A copy of the inventory will be forwarded to the USMA Safety Office Installation RPO. In addition, the activity RPO will maintain an inventory of any laser systems or other high intensity optical sources (HIOS) installed at the activity and provide a copy of this inventory to the Installation RPO indicating location and type IAW AR 40-5 paragraph 9-9(f).

(5) Sealed sources will be leak tested every six months (alpha sources every three months) or prior to being put into use, unless specifically exempted by an NRC license or ARA authorization. Any sealed source suspected of being damaged will be leak tested immediately. Leak test results will be recorded in microcuries.

(6) Assure that an adequate quantity of radiation detection instruments of the proper type is properly calibrated and available to support the radiation protection program.

(7) Provide training or assure that training is provided to users of radiation sources commensurate with the hazards found at their workplace. The records of training shall be maintained by the activity RPO. This training should also be recorded in the attendees personnel file.

(8) Enforce rules, SOPs and special precautions.

(9) Control personnel exposures and contamination levels to keep them ALARA.

(10) Prior to being relieved of his/her duties, the RPO will take the following action with regard to radioactive materials and equipment for which he/she is responsible:

(a) File all radiation protection documentation IAW AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

(b) Verify the accuracy of the latest inventory.

(c) Transfer the responsibility for executing the radiation protection program to the alternate RPO until the activity head can appoint a new RPO. If both the RPO and the alternate are relieved of their duties simultaneously, the program responsibility will be transferred to the activity head until an adequately trained RPO can be appointed.

(11) Maintenance that must be performed in a radiation-controlled area will be cleared with the activity RPO prior to initiation.

(12) Comply, when applicable, with MBS Handbook III, Radiation Safety for X-ray and Florescent Analysis Equipment and TB MED 521 for Medical X-ray Equipment.

c. Non-Army Agencies (including civilian contractors):

(1) Will be required to have an Army Radiation Permit (ARP) to use, store or possess ionizing radiation sources at USMA (32 CFR 655.10). Ionizing radiation sources means any source that if held or owned by the Army would require a specific NRC license or ARA.

(2) The applicant will apply by letter to USMA RPO with supporting documentation IAW AR 11-9, 2-4(b).

9.5. **PERSONNEL DOSIMETRY**.

a. Dosimetry. All occupationally exposed personnel using AIRDC dosimetry services will wear a whole-body dosimeter (worn closest to the source of radiation exposure on the trunk between the shoulders and waist). Wear supplemental dosimeters as necessary to monitor exposures to specific organs or areas, such as the thyroid, finger, hand, lens of eye and fetus or embryo.

(1) Monitor, using Army Ionizing Dosimetry Center (AIRDC) -supplied dosimeters (see para (2)), occupational exposure of all personnel working in Army facilities or on Army projects (including Army Corps of Engineers civil works projects) for:

(a) Adults likely to receive, in 1 year from sources external to the body, a does in excess of 10 percent of any of the occupational limits in table 5-1.

(b) Minors and declared pregnant women likely to receive, in 1 year from sources external to the body, a dose in excess of 10 percent of any of the applicable limits in table 5-1.

(c) Individuals entering a high or very high radiation area.

(d) Personnel at Army government-owned contractor-operated (GOCO) facilities and contractor personnel who are working in Army facilities and require dosimetry will use AIRDC-supplied dosimeters unless a written contract specifically exempts them. (Non-GOCO contractor personnel working under provisions of an ARP may use contractor-supplied dosimetry).

(e) AIRDC dosimeters may be used to monitor the exposure of other personnel and for area monitoring. Evaluate requirements for continued use of AIRDC dosimetry for such purposes periodically (at least annually).

(f) DA PAM 40-18 contains instructions for wearing supplemental dosimeters.

9.6. **RADIATION SURVEYS**.

a. Annual Program Audit. Annual Program Audits of each area where radiation sources are used, stored, and/or maintained will be performed by the Installation RPO to ensure that exposures of personnel to radiation are maintained as low as reasonably achievable (ALARA). A program audit shall be established for areas that contain the following:

(1) Radioactive solids that exceed 1 microcurie in activity, that have specific radioactivity exceeding 0.002 microcurie/gram (uCi/g), or that emit radiation at a dose rate of 0.1 mrad/hr at contact.

(2) Materials controlled by the NRC in quantities that exceed those listed in 10 CFR 30.71, Schedule B.

(3) Nonionizing radiation sources which could expose personnel to levels of nonionizing radiation above regulatory limits.

b. A comprehensive survey will be made by the on status Health Physicist or other qualified expert prior to start-up, or upon equipment or working condition change, to assess radiation hazards of all sources of radiation. This survey will be updated annually. The comprehensive survey shall include:

(1) Identification of the radiation sources.

(2) Identification of the source location.

(3) Date of the survey.

(4) Identification of the surveyor.

(5) Identification of the instrument(s) used. This includes the calibration date.

(6) Measurement of the radiation fields and/or levels of contamination.

(7) Evaluation of the safety characteristics (e.g., safety equipment is in working order, warning equipment is in working order, warning signs are posted, shielding is adequate, procedures are adequate, posted, and followed, etc.).

c. Special Surveys will be made by the on status Health Physicist or other qualified personnel for:

(1) Shipment or Receipt of Radioactive Materials.

(2) Unplanned Events. Loss of control, spill, overexposure, sources breakage, or any unplanned event that could or did adversely affect the safety of the operation must be monitored. Control must be reestablished and steps to prevent recurrence of the accident must be taken.

(3) Environmental Monitoring. Environmental monitoring will be performed whenever radiological operations might have an impact upon the surrounding environment or when nearby radiological operations may impact the environment. Ideally, such monitoring should be started prior to the inception of radiological operations and should continue until termination of the operation. The results of such environmental monitoring should be used to determine the need to modify controls and/or operations.

9.7. **RADIATION WARNING SIGNS.**

a. Areas, buildings, enclosures, and containers will be conspicuously posted with radiation warning signs as required by NRC, AR 11-9, and other applicable regulations/standards.

b. Additional instructional or precautionary information may be posted as desired, but not substituted for the signs and notices required by the above regulations.

c. Storage containers containing radioactive materials will be marked IAW MIL STD-129J.

9.8. **TRAINING.**

The training and experience of each RPO and the alternate RPO must be commensurate with the radiation hazards for which they will be responsible. As a minimum, the formal training of the RPO and alternate will be the successful completion of the Radiological Safety Course (Course No. 7K-F3), U.S. Army Chemical School, or its equivalent.

9.9. **TRANSFER AND TRANSPORT OF RADIOACTIVE MATERIALS.**

a. Transfer and transport of radioactive material will be IAR NRC, AR 11-9 (2-6) and other applicable requirements.

b. Packages containing radioactive materials shall be surveyed by the on status Health Physicist or other qualified personnel prior to shipment. This survey shall be IAW NRC, AR 11-9, and other applicable requirements.

9.10. **RECEIVING SHIPMENT OF RADIOACTIVE MATERIALS.**

a. The on status Health Physicist or other personnel shall survey incoming shipments of radioactive materials IAW NRC, AR 11-9, 10 CFR, part 20. Procedures shall include monitoring the package as soon as practical after receipt, but no later than three hours after the package is received at USMA if received during normal working hours, or start of the next duty cycle, if received after normal working hours. The monitoring shall include:

(1) Visually checking the package for damage or leakage.

(2) Determining the maximum exposure rate at the surface of the package and at 1 meter.

(3) Performing a wipe test of the exterior surface of the package.

9.11. **INSTRUMENTATION**.

a. Portable Survey Instruments. The Departments of Physics will insure a sufficient number of instruments are available to support the use of their radiation sources. The instruments will be capable of detecting the types and levels of radiation involved, as well as any resulting contamination. Duplicate radiation protection instruments shall be available to support their radiation protection program while primary instruments are calibrated or repaired.

b. A check source or test sample will be available for performing operational checks of each instrument. Radiation
sources used to calibrate instrumentation shall have calibration certificates showing traceability to NBS standards.

c. Portable radiation survey equipment will be calibrated IAW TB 43-180 and TB 750-25.

d. Faulty instruments will be tagged with a DA Form 2417, Unserviceable Test Instrument or Standard, to prevent their being used before having been repaired.

e. High range survey meters will not be used to survey low exposure levels.

CHAPTER 10
BLOODBORNE PATHOGEN PROGRAM

10.1. **SCOPE**: This plan covers all employees of the United States Military Academy except those working for MEDDAC and the DHPW-Fire and Emergency Services Division, who are covered by their own plans.

10.2. **POLICY**:

1. Any exposure to blood or other potentially infectious materials can result in the transmission of bloodborne pathogens that can lead to disease or death. The United States Military Academy (USMA) is committed to providing a safe working environment for our employees by minimizing and/or eliminating the possibility of an occupational incident involving bloodborne pathogens. In accordance with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogen Standard, 29 CFR 1910.1030, an Exposure Control Plan (ECP) has been developed by the USMA Safety Office to ensure Standard compliance at USMA.

a. ECP Objectives:

(1) To implement methods of compliance that protects employees from the health hazards associated with bloodborne pathogens.

(2) To provide appropriate treatment and counseling should an exposure incident occur.

b. Elements of the ECP:

(1) Employee exposure determination.

(2) Procedures for the evaluation of circumstances surrounding exposure incidents.

(3) A method of implementation to ensure:

(a) Methods of compliance.
(b) HBV vaccination and post exposure evaluation.
(c) Hazard communication to employees.
(d) Recordkeeping.

C. PROGRAM MANAGEMENT:

(1) The USMA Command Safety Director is responsible for the overall program management and development of the ECP. Other responsibilities include:

(a) Ensuring a copy of the ECP is accessible to employees upon request.

(b) Ensuring the ECP is updated and reviewed whenever necessary and at least annually.

D. EXPOSURE DETERMINATION:

1. All employees who, as a result of performing their job duties, must engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated, are considered to have occupational exposure. Through interviews, surveys, and consideration of expected activities of these employees, certain groups of tasks have been identified by the USMA industrial hygienist as those where occupational exposure could be reasonably anticipated. These include handling equipment contaminated with blood or other potentially infectious materials. The job titles and associated tasks that could result in exposure to BBPs is identified in Appendix A.

2. Employees shall take necessary precautions to avoid direct contact with body fluids and shall, except when absolutely necessary for the performance of duties, not participate in activities nor enter areas that will require them to come into contact with body fluids, needles, or other instruments or surfaces that are contaminated with blood or other potentially infectious materials.

3. In cases where an employee must, as an essential part of their duties, gather evidence or handle other items that have become contaminated, or where they cannot avoid handling contaminated items, occupational exposure is reasonably anticipated. Individuals who must engage in such activities are therefore covered by this plan.

E. METHODS OF IMPLEMENTATION:

1. METHODS of COMPLIANCE

a. Universal Precautions-An approach to infection control where all human blood and certain body fluids are assumed to be infected with bloodborne pathogens.

(1) Personnel are not to handle contaminated objects unless absolutely necessary. Personnel shall use universal precautions when contact with any blood or other potentially infectious material is absolutely necessary (e.g., handling equipment that has become contaminated with blood).

b. Work Practice Controls

(1) Handwashing Facilities

(a) Employees are to wash hands and any other skin with soap and water, and flush membranes with water, immediately or as soon as feasible following contact of those body areas with blood or any other potentially infectious material. Employees are to wash hands with soap and water as soon as feasible after removal of gloves.

(b) Antiseptic towelettes will be provided to employees with duties in Appendix A of this plan by their immediate supervisor. These towelettes are to be carried where soap and running water

may not be immediately available (e.g., remote worksites) and used if contact of any skin surface with blood or other potentially infectious material occurs. Towelettes should be disposed as would any

other trash except in a very rare circumstance where they would become contaminated to the extent (see standard) that they would be considered regulated waste. When such towelettes are used, hands or other skin surfaces cleansed using towelettes are to be washed as soon as feasible with soap and running water.

(2) Personal Habits

(a) Eating, drinking, smoking, the application of cosmetics or handling of contact lenses in areas where exposure is likely is prohibited.

(b) The storage of food or drink in areas where exposure is likely is prohibited.

(c) Cuts, abrasions and other irritation will be bandaged at all times while on duty.

c. Engineering Controls

(1) Self-sheathing needles will be used whenever feasible.

(2) Contaminated reusable sharps will be placed in appropriate containers immediately or as soon as possible after use.

(3) If contamination of a primary container occurs, that container is placed within a secondary container and appropriately labeled for handling and storage.

(4) Reusable sharps/specimen/secondary containers must be puncture resistant, leak proof, and color-coded or labeled as a biohazard.

(5) An individual shall be designated to inspect sharps containers.

d. Contaminated Equipment

(1) In order to prevent occupational exposure, equipment that may have become contaminated with blood or other potentially infectious materials is to be decontaminated (e.g., wiped off with a 10% bleach solution or other disinfectant, as determined by the KACH Infection Control Nurse [x5837] as necessary prior to handling. Contaminated equipment or other contaminated items are not to be placed or stored in areas where food is kept, and decontamination should be accomplished as soon as possible following the incident where contamination occurred. Decontamination is not to take place in any area where food or drink is consumed. Materials used to wipe contaminated equipment can be discarded as refuse unless they would somehow become contaminated to the extent that they would be considered regulated waste.

(2) A biohazard label will be attached to any large contaminated equipment and will indicate which portions are or remain contaminated. Smaller pieces of equipment should be placed in a bag, sealed, and a biohazard label should be attached indicating the item is contaminated.

e. Personal Protective Equipment (PPE)

(1) All PPE will be removed prior to leaving the work area, and will be disposed of or decontaminated as soon as possible.

(2) Although employees are expected to avoid the handling of blood or other potentially infectious materials as well as contact with surfaces or items contaminated with such materials, some duties may make contact with such items unavoidable. The immediate supervisor will provide appropriate gloves of proper size that the employee will carry when such activities, tasks, or procedures are likely to take place. Such gloves are to be replaced as soon as practical when contaminated or as soon as feasible if they become torn, punctured, or otherwise compromised. These gloves are not to be washed or decontaminated for reuse.

(3) First aid supplies to be used by designated first aid responders are to include disposable resuscitation masks as well as gloves. Gloves will be available in the size(s) needed by those expected to function as first aid responders. Such equipment is to be used for the employee's protection in cases where the employee is expected to provide CPR.

(4) It is not anticipated that most personnel will require personal protective equipment other than gloves. In situations where other equipment would be needed, it is expected that the employee will avoid such areas. Should situations occur where such exposure would be necessary for one's job performance, this plan will be revisited and appropriately amended.

(5) Other protective clothing (i.e., gowns, hoods, shoe coverings) will be are worn whenever gross contamination to the body is anticipated.

(6) A list of required PPE supplies for First Aid Responders, custodial personnel, personnel cleaning equipment and military police personnel is at Appendix F.

f. Regulated Waste-Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in liquid or semi-liquid state if impressed; items caked with blood or other potentially infectious materials that are capable of releasing these materials when handled; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious material.

(1) Only in rare circumstances is it anticipated that the duties identified (Appendix A) may generate regulated waste. Such contaminated items are to be disposed of in the nearest regulated waste container. Bags will be supplied to employees performing tasks and procedures that might generate regulated waste (See Appendix A). If no such container is available at the facility, the employee is to seal contaminated gloves and other regulated waste in bags supplied by their supervisor.

(2) Personnel are to note that regulated waste includes other materials contaminated to the extent that they can be defined as regulated waste (2.A.4, above). An example would be cloths used to clean contaminated equipment and which become saturated with blood.

(3) First aid supplies to be used by designated first aid responders will include a bag to be used for containment of regulated waste generated by the employee in the performance of first aid duties.

(4) Bags containing regulated waste are to be returned to the KACH Acute Care Clinic by the employee, where the MEDDAC, Logistics Division will arrange for appropriate disposal of such waste. Disposal of such waste is to be accomplished in accordance with applicable state and local laws.

(5) The immediate supervisor will provide containers for sharps disposal in areas where sharps are expected to be encountered and disposal is needed.

F. HEPATITIS B VACCINATION and POST-EXPOSURE EVALUATION and FOLLOW-UP:

USMA offers the hepatitis B vaccine and vaccination series to personnel with duties specified in Appendix A. Post-exposure evaluation and follow-up following an exposure incident are also provided to any employee who suffers an exposure incident while performing duties on the job. All medical evaluations and procedures are to be made available at no cost through Occupational Health Services.

2. HEPATITIS B VACCINATION

a. All employees whose job duties involve occupational exposure (see Appendix A) are to be offered the Hepatitis B vaccination. The vaccine will be made available after the training required in 29 CFR 1910.1030 has been accomplished, and within 10 days of initial assignment of the employee to duties with occupational exposure. It is desirable that all employees with duties such as those described in Appendix A be immunized against hepatitis B. However, it is recognized that some personnel, even after training, may decline to receive the hepatitis B vaccine. In such case, the declining employee is to sign a declination statement (see Appendix B). The employee can receive the vaccine after signing the declination statement if a change of mind occurs and if duties still involve those with occupational exposure.

b. Occupational Health Services will assure that each employee scheduled for immunization is provided with the written opinion, sample format in Appendix C of this plan.

3. POST-EXPOSURE EVALUATION and FOLLOW-UP

a. In anticipation of possible exposure incidents, the immediate supervisor or designee shall instruct the employee to seek medical attention in the same manner that would be sought for any on the job injury (KACH Acute Care Clinic). In the event of an exposure incident, the employee is to immediately wash any skin with soap and water and flush mucous membranes with water when such areas have had contact with blood or other potentially infectious materials. The employee should then seek medical attention. It must be realized that any exposure incident is an event for which immediate attention must be sought, as the effectiveness of treatment depends on the immediacy of its delivery. In addition, the employee who has had an exposure incident is to report such incident to his or her supervisor as soon as possible.

b. The Occupational Health physician or designee will work together with Occupational Health Services to ascertain the source individual's identity, arrange for testing of the source individual, and communicate with the physician evaluating the employee.

c. Following an exposure incident the employee will complete an Exposure Incident Report (Appendix E). The completion of this report should be done immediately in consultation with the supervisor. In no instance should report completion and the physician evaluation be delayed. The report is to be given by the employee to the Occupational Health physician. Report information will include:

(1) a description of the exposed employee's duties as they relate to the exposure incident; and

(2) documentation of route(s) of exposure and circumstances under which exposure occurred.

Through direct input by the employee, the evaluating physician is best able to understand exactly what exposure occurred and therefore direct treatment appropriately.

3. Information provided to the evaluating physician, post-exposure evaluation and follow-up are to be provided to the employee consistent with the requirements of 29 CFR 1910.1030. The instructions for the physician describe the requirements of 29 CFR 1910.1030 and instruct the physician to give the physician's written opinion to the employee to return to the supervisor. The office to which the employee is assigned will maintain the physician's written opinion. A copy of the physician's written opinion is to be maintained in the employee's official medical records.

G. COMMUNICATION of HAZARDS to EMPLOYEES

1. LABELS and BAGS

a. Biohazard labels will be affixed to bags containing any contaminated equipment until the equipment can be adequately disinfected. Biohazard labels will be provided to employees who are likely to encounter contaminated equipment.

b. The immediate supervisor will provide appropriate bags for containment of any regulated waste or contaminated equipment generated by employees performing procedures identified in Appendix A. A bag and biohazard labels are to be carried by employees when contamination of equipment is reasonably anticipated.

c. In addition, a bag and biohazard labels will be provided in any first aid kit to be used by designated first aid responders.

d. Bags will be disposed of as ordinary refuse unless in the instance when they are contaminated to the extent that they are considered regulated waste.

2. INFORMATION and TRAINING

a. Personnel whose job duties involve occupational exposure, as specified in Appendix A of this Plan are required to participate in a training program for bloodborne pathogens:

(1) at the time of initial assignment to tasks where occupational exposure occurs
(2) annually thereafter if performing the same duties
(3) when duties or procedures are changed

b. The training program will contain all the elements specified in 29 CFR 1910.1030(g)(2).

c. The USMA Safety Office will schedule annual training. The immediate supervisor will ensure that additional training is provided when there are changes in duties or procedures.

H. RECORDKEEPING

1. MEDICAL RECORDS

a. Medical records are to be maintained by Occupational Health Services as part of the employee's official medical files. Records will be maintained in accordance with 29 CFR 1910.20 and kept confidential.

2. TRAINING RECORDS

a. Training records are to contain all information specified in 29 CFR 1910.1030(h)(2) and will be maintained for 3 years from the date on which the training occurred. The immediate supervisor, the USMA Safety Office and the NECPOC will maintain training records.

I. EVALUATION of CIRCUMSTANCES SURROUNDING an EXPOSURE INCIDENT

1. An investigation of the circumstances surrounding an exposure incident will be performed by the USMA Command Safety Director or designee. This evaluation will consist of at least:

a. Review of the Exposure Incident Report completed by the employee;
b. Documentation regarding a plan to reduce the likelihood of a future similar exposure incident; and
c. Notification of Occupational Health Services and discussion of any similar incidents and planned precautions.

2. Reports will be sent to Occupational Health Services maintained in the employee's official medical folder. The USMA Command Safety Director or designee will review these reports on a periodic basis so that reported information can be considered in the review and update of this plan. In addition, the program manager will issue an alert to activities with employees covered by the plan should similar incidents or trends be noted so that further incidents can be anticipated and prevented.

APPENDIX A

JOB CLASSIFICATIONS AND TASKS RESULTING IN EXPOSURE TO BBPs

All Employees in These Job Classifications are Exposed to Bloodborne Pathogens

ORGANIZATION	JOB CLASSIFICATION	TASK CAUSING EXPOSURE
DCFA/Family Support	Education Technician	Provide first aid/CPR
	Lead Education Technician	Provide first aid/CPR
	Education Aide	Provide first aid/CPR
	Supervisory Education Aid	Provide first aid/CPR
	Child & Youth Program Specialist	Provide first aid/CPR
	Assistant Director	Provide first aid/CPR
	Director	Provide first aid/CPR
DOL/Harborcraft	Harborcraft Operator & Maintenance Supv	Provide first aid/CPR
	Marine Machinery Mechanic	Provide first aid/CPR
	Small Craft Operator	Provide first aid/CPR
	Deckhand	Provide first aid/CPR
West Point Schools	Nurse	Provide first aid/CPR
	Teacher	Provide first aid/CPR
Criminal Investigation Detachment (CID)	Special Agent	Apprehend suspects & Collect evidence

DCFA/Community Recreation	Recreation aid (lifeguard)	Provide first aid/CPR
	Recreation assistant (lead lifeguard)	Provide first aid/CPR
	Ski Patrol	Provide first aid/CPR
1st/1st/MP Co	Military police investigator	Provide first aid/CPR
		Apprehend suspects
		Collect evidence
	Military police patrolman	Provide first aid/CPR
		Apprehend suspects
		Collect evidence
	Military police traffic accident investigator	Provide first aid/CPR
		Apprehend suspects
		Collect evidence
ODIA	Team physician	Provide first aid/CPR
	Custodian	Clean up blood & contaminated first aid supplies
	Coach	Provide first aid/CPR
	Sports Specialist	Provide first aid/CPR
	Supervisory Sports Specialist	Provide first aid/CPR

APPENDIX A cont'd.

JOB CLASSIFICATIONS AND TASKS RESULTING IN EXPOSURE TO BBPs

Some Employees in These Job Classifications may be Exposed to Bloodborne Pathogens

ORGANIZATION	JOB CLASSIFICATION	TASK CAUSING EXPOSURE
DCFA/Family Support	Office Automation Clerk	Provide first aid/CPR
DHPW/Electric Shop	Electronic Industrial Controls Mechanic	Provide first aid/CPR
DHPW/Pipe & Heat Shop	Pipefitter	Maintain waste systems from dental clinics in Bldgs 700 & 606.
DHPW/General Support	Plumber	Maintain waste systems from dental clinics in Bldgs 700 & 606.
USCC/DPE	Assistant professor	Provide first aid/CPR
		Clean/disinfect equipment
	Associate professor	Provide first aid/CPR
		Clean/disinfect equipment
	Athletic trainer	Provide first aid/CPR
		Clean/disinfect equipment
	Custodian	Clean/disinfect facilities
	Instructor	Provide first aid/CPR
		Clean/disinfect equipment
	Professor	Provide first aid/CPR
		Clean/disinfect equipment

APPENDIX B

DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____

Employee Signature date

APPENDIX C

WRITTEN OPINION

To the Evaluating Physician:

After you have determined whether there are contra indications to vaccination of this employee with Hepatitis B vaccine, please state in the space below only (A) if vaccine was indicated (B) if vaccine was received

(All other findings are to remain confidential and are not to be included on this page)

Please return this sheet to this employee,_____
(Name of employee)

Thank you for your evaluation of this employee._____
Physician's signature

_____ _____
Physician's name (printed) date

APPENDIX D

INSTRUCTIONS FOR THE EVALUATING PHYSICIAN

This employee may have suffered an exposure incident as defined in the Bloodborne Pathogens Standard. In accordance with the standard's provision for post exposure evaluation and follow up, the employee presents to you for evaluation. Included to assist you in this evaluation are:

(A) A copy of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
(B) An Exposure Incident Report (Appendix E)

After completing the evaluation, please:

(A) Inform the employee regarding the evaluation results and any follow up needed;
(B) Complete the attached written opinion form and give it to the employee; and
(C) Enter a copy of all evaluation results and records into the employee’s official medical file

APPENDIX D cont'd.

WRITTEN OPINION

To the Evaluating Physician:

After your evaluation of this employee, please assure that the following information has been furnished to the employee and provide your initials beside the following statements:

(A) _____The employee has been informed of the results of this evaluation.

(B) _____The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation and treatment.

No other findings are to be included on this report.

Please return this sheet to this employee _____
(Name of employee)

Thank you for your evaluation of this employee.

_____ _____
Physician's name (printed) date

_____
Physician's signature

APPENDIX E

EXPOSURE INCIDENT REPORT
(To be completed by the employee)
(Please Print)

Employee's Name_____ Date_____

Date of Birth_____ SSN_____

Telephone (Work) _____ (Home)_____

Job Title_____

Date of Exposure_____ Time of Exposure _____ AM_____PM_____

Hepatitis B Vaccination Status_____

Location of Incident_____

Describe the duties you were performing when the exposure incident occurred
_____
_____

_____
_____

_____
_____

Describe the circumstances that caused the exposure incident
_____
_____

_____
_____

_____
_____

What body fluid(s) were you exposed to?
_____
_____

What was the route of exposure (e.g., mucosal contact, contact with non-intact skin, percutaneous)?

_____
_____

Describe any personal protective equipment (PPE) in use at time of exposure incident
_____
_____

APPENDIX E cont'd.

Did the PPE fail?_____ If yes, How?
_____

Identification of source individual(s) (names)
_____
_____

Other pertinent
information_____

APPENDIX F

REQUIRED SUPPLIES

A. FIRST AID RESPONDERS

In addition to supplies for rendering first aid, first aid kits should contain:

1. Disposable resuscitation mask
2. Gloves of sizes needed by personnel performing first aid
3. Bags (at least 2)
4. Biohazard labels (at least 2)
5. Antiseptic towelettes (if first aid is expected to be rendered where running water may not be available)

B. CUSTODIAL PERSONNEL/PERSONNEL CLEANING EQUIPMENT

1. Gloves of sizes needed by personnel who might be exposed.
2. Bags (at least 2)
3. Biohazard labels (at least 2)

C. MILITARY POLICE PERSONNEL

1. Gloves of sizes needed by personnel who might be exposed
2. Bags (at least 2)
3. Biohazard labels (at least 2)
4. Antiseptic towelettes

CHAPTER 11

WATER SAFETY

11.1. **PURPOSE**. This chapter provides water safety guidelines for activities, boating/swimming areas and waterborne operations.

11.2. **APPLICABILITY**. These guidelines apply to activities, military and/or civilian personnel engaged in outdoor water sports, recreational activities and military water operations at USMA.

11.3. **ESTABLISHING SAFETY SOPs**.

Standard Operating Procedures (SOPs) will be prepared by each activity engaging in water sports/recreational activities. These SOPs will be staffed through the USMA Safety Office to ensure compliance with U.S. Coast Guard (CG) and local requirements. Activities required to have SOPs will include, but may not be limited to, the following: Community Recreation Division, Harborcraft Branch, Rod and Gun Club, Airborne Detachment, Cadet Teams and Clubs that participate in water activities, i.e., Sailing and Scuba diving teams, White Water Rafting Club and other USMA water activities.

11.4. **OPERATING PROCEDURES**.

a. Swimming in outdoor areas at USMA is only allowed in the authorized swimming areas and are as follows:

Round Pond
Delafield Pond
Bull Pond (beach front for users of cottages only; adult swimmer must be present)
Lake Frederick (Cadet Activities only)
Camp Buckner Beach Front (Cadet Activities only)
Camp Natural Bridge (Summer augmentation troops only)

b. Docks located in unauthorized swimming areas at USMA will be stenciled, "No Swimming."

c. Anyone renting a boat from Community Recreation Division equipment rental or using a Rod and Gun Club boat must be at least 16 years of age. Proof of age should be requested when in question.

d. USMA owned, controlled or leased boats, as well as privately owned boats, launched from USMA operated facilities will be fully equipped to meet the safety requirements of the U.S. Coast Guard (CG).

e. A life jacket will be worn by all occupants in a canoe.

f. Game Wardens will make periodic checks to ensure that CG certified flotation devices are available/used by occupants. Individuals in violation of this requirement will be restricted from the lake for that day unless they can comply at that time.

11.5. **TRAINING**.

a. All lifeguards will be certified and thoroughly trained in their duties and responsibilities.

b. Leaders will provide water safety briefings before the start of any water operations and the swimming season.

c. Leaders will inform personnel of the hazards of swimming alone, in cold water, after drinking, during hours of darkness or in unauthorized areas.

d. Commanders will identify military non-swimmers within their command. Provide swimming instruction or water survival training for persons who will be involved in water operations. See FM 21-20 for detailed guidance.

When air or water temperature is	Temperature Reading	* Ankle deep	* Knee deep	* Waist Deep	* Neck Deep
	39 degrees or <	STAY OUT	STAY OUT	STAY OUT	STAY OUT

Boat Movement and Overland Movement.

When air or water temperature is	40 to 44 degrees	Not to exceed 2 hours	Not to exceed 2 hours	Not to exceed 1/2 hour	STAY OUT
	45 to 49 degrees	Not over 4 hours; 2 hours if raining	Not over 4 hours; 1 hour if raining	Not over 1 hour; 1/2 hour if raining	STAY OUT

Swamp Movement and Stream Crossings

When air or water temperature is	50 to 54 degrees	Not over 7 hours; if raining not over 3 1/2 hours	Not over 5 hours; if raining, not over 2 1/2 hours	Not over 1 hour in water. Not over 1 hour if raining.	5 minutes
	55 to 59 degrees	Not over 8 hours; if raining, not over 4 hours	Not over 7 hours; if raining, not over 3 1/2 hours	Not over 2 hours in water. Not over 1 1/2 hours if raining.	5 minutes
When air or water temperature is	60 to 64 degrees	Not over 9 hours; if raining, not over 4 1/2 hours	Not over 8 hours; if raining, not over 4 hours.	Not over 3 1/2 hours in water. Not over 2 1/2 hours if raining.	10 minutes
	65 to 69 degrees	Not over 12 hours; if raining, not over 6 hours	Not over 12 hours; if raining, not over 6 hours	Not over 6 hours in water. Not over 5 hours if raining	10 minutes
When air or water temperature is	70 degrees and >	NO LIMIT	NO LIMIT	NO LIMIT	30 minutes

* No wet stream crossings that exceed above submersion limit.

CHAPTER 12

USMA HAZARD COMMUNICATION PROGRAM

12.1. **PURPOSE**. The purpose of this program is to ensure that the hazards of all chemicals used by United States Military Academy (USMA) employees are known and that information concerning these hazards is transmitted to the employees. This transmittal of information will be accomplished by means of comprehensive labeling, Material Safety Data Sheets (MSDS), employee rights under 29 CFR 1910.1200, Hazardous Communication Standard (HCS), and other applicable training.

12.2. **SCOPE**. The HCS applies to all USMA areas of employment (military and civilian) where hazardous chemicals are used.

12.3. **OBJECTIVE**. Compliance with the Occupational Safety and Health Administration (OSHA) standard entitled, "Hazard Communication" (29 CFR 1910.1200). Provide information to employees who use hazardous chemicals by means of labels, MSDS, and training. Develop an inventory of all hazardous chemicals at USMA and immediately update the inventory upon receipt of an additional hazardous chemical.

12.4. **PROCEDURE**.

a. Procurement will require that all vendors supply MSDS with all chemicals purchased for use in the work place as part of their purchase procedure. Any activity or individual who buys a chemical compound or mixture must request the chemical manufacturer to supply a MSDS. The sample letter provided at Figure 4-1 should be used as a guide for requesting an MSDS. Outside contractors will be informed, in writing, at the pre-construction briefing (by the Safety Office/Industrial Hygienist, Preventive Medicine Service) of any chemicals that the contractor's employees might encounter when performing work at USMA and any suggestions for protective measures. Contracts will contain provisions requiring the contractor to notify the government of any hazardous chemicals that the contractor may bring into the facility.

b. Any individual who receives chemicals, will ensure that each container of hazardous chemical is properly labeled as described in para. 4b(5). The purpose of such labeling shall be to provide the worker with baseline information on the substance with which the employee is dealing. It is not intended to provide full information on the substance.

(1) An employee who for convenience needs to transfer a hazardous chemical from the original labeled container to a smaller container (less than 10 gallons) may do so without re-labeling as long as that employee is the only one to use the chemical during his/her shift.

(2) Containers other than the original container must be individually labeled. Labels must be affixed and displayed in such a manner that employees can easily identify the hazardous chemical present.

(3) Individual users need not affix new labels if existing labels already convey the necessary information.

(4) Any chemical received not labeled or there is a question as to whether or not labeling is proper, shall be referred to the Industrial Hygienist, Preventive Medicine Service and/or Safety Office.

(5) If the Industrial Hygienist, Preventive Medicine Service or the Safety Office feels that there is a need for hazardous labeling, Procurement will contact the manufacturer to obtain a label. If the manufacturer informs Procurement that the chemical is exempt from the law, Procurement shall request documentation to that effect from the manufacturer. Information needed on the label shall include: (a) chemical name; (b) appropriate hazard such as flammable, corrosive, harmful if inhaled, etc.; (c) name and address of the manufacturer.

(6) Any MSDS received shall be forwarded to the activity or branch supervisor, Industrial Hygienist, and to the Fire Department for filing within three working days.

c. The Fire Department will maintain MSDS files for 24-hour use for any employee requesting them. Employees, their treating health care professionals, and the US Department of Labor shall have access to MSDS upon request. In those rare cases where a MSDS may not be immediately available, the Industrial Hygiene Office and/or Safety Office will be notified and an immediate effort will be made to obtain the necessary information.

d. Employees who are exposed to hazardous chemicals in their work area shall receive initial training and additional training whenever a new hazard is introduced. Initial training shall include:

(1) A summary of the Hazard Communication Program, the OSHA Standard, 29 CFR 1910.1200, and MSDS for chemicals they use.

(2) Where MSDS's are located and an explanation of MSDS's.

(3) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area to include, but not to be limited to:

(a) Monitoring conducted by the employer.

(b) Continuous monitoring devices.

(c) Visual appearance or odor of hazardous chemicals when released.

(4) The physical and health hazards of the chemicals they are using in the work area.

(5) Measures that can be taken by the employees to protect themselves from these hazards, which will include, but not be limited to:

(a) Appropriate work practices.

(b) Emergency procedures.

(c) Personal protective equipment to be used.

12.5. **RESPONSIBILITIES**.

a. USMA Safety Office will:

(1) Administer and oversee the overall Hazardous Communication Program.

(2) In coordination with the Industrial Hygienist, Preventive Medicine Service, identify employees to be trained.

(3) Provide technical support and instructors for initial training classes.

(4) Provide assistance to supervisors when training is needed for new employees or when additional training is needed.

(5) Ensure work place compliance through periodic surveys.

b. Industrial Hygienist will:

(1) In coordination with the Safety Office, identify employees to be trained.

(2) Conduct environmental sampling as necessary.

(3) Provide technical support.

c. Each receiver of hazardous chemicals will:

(1) Ensure incoming hazardous chemicals have MSDS attached.

(2) Remove MSDS and provide original copy to Fire Department same day as received. Keep a copy and attach a copy to chemical shipment for supervisor/employee information in the work area.

(3) Ensure warning labels are properly affixed to chemical containers.

(4) Notify Industrial Hygienist or Safety Office when MSDS are not available.

d. Purchasing and Contracting/Supply and Services and any others who may order hazardous chemicals will:

(1) Ensure purchase order requests MSDS for all hazardous products, which are covered under the Hazard Communication Standard.

(2) Request MSDS using sample letter at Appendix A when MSDS is not included with hazardous chemical.

(3) Inform all outside contractors of any hazards that they might be exposed to while working at USMA.

e. Civilian Personnel will:

Maintain employee-training records for HCS on DA Form 1556 for 30 years

f. Supervisors will:

(1) Inform employees of all hazardous chemicals in their work area.

(2) Ensure hazardous chemicals have required labeling when in and around their work area. Maintain a file of MSDS for chemicals used in their work area for employee's information and use.

(3) Provide training for new employees or additional training whenever a new hazard is introduced with assistance from the Safety Office.

(4) Provide the Fire Department with information containing the location, and how the hazardous material is stored.

(5) Use the USMA HAZCOM site specific Standard Operating Procedure (SOP) at Appendix B.

g. USMA Fire Department will:

(1) Identify and document locations of hazardous chemicals during routine fire inspections of facilities. Post fire warning labels in areas where hazardous chemicals exist.

(2) Conduct training to keep fire fighters current on fire response procedures to areas containing hazardous chemicals.

h. Workers will:

(1) Use and handle hazardous products according to guidance on the product MSDS.

(2) Use PPE as directed on the product MSDS.

12.6. **REFERENCE**. 29 CFR 1910. 1200; "Hazard Communication" Department of Labor, Occupational Safety and Health Administration.

APPENDIX A

SAMPLE LETTER REQUESTING AN MSDS
(on official agency letterhead)

Dear: _____

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) as well as other applicable Federal laws and regulations, including Federal Standard 313B and the Federal Acquisition Regulations require Federal managers to obtain Material Safety Data Sheets (MSDSs) for all hazardous substances used in our facility, and to make these MSDS's available to employees potentially exposed to these hazardous substances.

Therefore, we are requesting a copy of the MSDS for your product listed as Federal Stock Number information, supplemental MSDS's, or any other relevant data that your company or supplier has concerning the safety and health aspects of this product.

Please consider this letter as a standing request to your company for any information concerning the safety and health aspects of using this product that may become known in the future.

The MSDS and any other relevant information should be sent to us within ten days. Delays in receiving the MSDS information could prevent use of your product in the future. Send the requested information to:

(Agency Address)

Thank you for your timely response to this request. If you have any questions concerning this matter, please contact (name) on (telephone number).

Sincerely,

APPENDIX B

USMA Work Site Specific HAZCOM Standard Operating Procedure

For

Insert Activity Name, Division Name, and Branch Name

1. This Standard Operating Procedure (SOP) will be posted at all job sites and will be in effect indefinitely unless rescinded by the undersigned. The undersigned will review this SOP for accuracy on a semi-annual basis and modify the document as circumstances require. No deviation from this SOP is permitted. Supervisory personnel will assure that all personnel involved with this SOP have been properly trained and instructed as to the requirements of OSHA's Hazardous Communication Standard (29CFR1910.1200) and the provisions of this SOP.

2. Each work site at the USMA will be surveyed to determine if hazardous substances are available for employee use. An inventory, listing the substance name, manufacturer name, container size, and location shall be developed and maintained at the work site. The hazardous substance inventory list for this work site is located insert location.

3. A Material Safety Data Sheet for each of the substances listed on the hazardous substance inventory shall be maintained at each work site at the USMA and be readily available for employee use at any time. MSDS shall not be kept in a locked or restricted area. The binder holding Material Safety Data Sheets (MSDS) is located insert location. The MSDS are reviewed semi-annually to ensure they are still applicable to the activity, are current, and are kept organized select one: alphabetically / by manufacturer name / by product name.

4. **All** containers and pipelines (if applicable) will be labeled as to their contents. Labels will also contain all appropriate hazard warnings along with the name and address of the chemical manufacturer, importer, or other responsible party. The location of containers and pipelines (if applicable) are identified on the hazardous substance inventory list. If a product is missing a label, or if a product is transferred to a secondary container, the employee using the product shall label that container as to its' contents. Labels and markers are located insert location.

5. The following is a list of local and external regulations that may impose additional requirements or provide guidance concerning the use of hazardous materials at the USMA. This list is not intended to be all-inclusive and is subject to change.

a. USMA Reg 385-12, The USMA Safety Program; Chapter 4, Hazardous Communication

b. USMA Regulation 385-14, The USMA Respiratory Protection Program

c. 29 Code of Federal Regulation 1910.1200 (Hazardous Communication Standard)

d. AR 385-10, The Army Safety Program

e. EM 385-1-1, US Army Corps of Engineers Safety and Health Requirements Manual

SUPERVISOR: _____

Name and Title

_____ _____

Signature Date

CHAPTER 13

ACTIVITY SAFETY AWARDS PROGRAM

13.1. **PURPOSE**. This program provides guidelines that activities may use to recognize their personnel for contributions made to the activities safety program.

13.2. **SCOPE**.

a. The following activities will have a Safety Awards Program like or similar to the one outlined in this chapter. These activities include: DHPW, DOL, 1st Bn/1st INF. DIV, DCFA and DOIM. All other USMA activities are encouraged to establish a Safety Awards Program.

b. Listed below are examples of employee contributions to an Activity's Safety Program that would warrant recognition.

(1) Efforts taken to reduce lost time injuries or illness.

(2) Suggestions for improvements in safety program.

(3) Steps taken to ensure a safe work place.

(4) Pro-active measures to resolve unsafe conditions.

(5) Identification/reporting a hazardous condition.

(6) Efforts made to comply with safety and occupational health standards.

(7) Diligence on the part of the supervisor to enforce safety and health standards.

(8) Reporting unsafe/unhealthful conditions that could cause serious harm to personnel or damage to property or the environment unless immediate action was taken.

(9) Serving as a Collateral Duty Safety Officer (CDSO).

(10) Accident free driving performance for personnel who drive on a regular basis.

13.3. **TYPES OF AWARDS**.

a. On-the-Spot ($25-$250).

b. Special Act/Service Award ($25-$25,000).

c. Time Off Award (up to 80 hrs during leave year).

d. Honorary Award.

e. Certificate of Appreciation.

f. USMA All-purpose Certificate.

g. Plaques or merchandise that has a small cash value.

h. Tickets to a sporting event, dinner or a show.

13.4. **RESPONSIBILITIES**.

a. Activities will be responsible for their own Safety Awards Program and will write an SOP on how the program will be managed. Funding will be sufficient to manage a viable program and recognize those employees worthy of a safety award.

b. The USMA Safety Office is responsible for promoting the activity Safety Awards Program and as requested, coordinate publicity when awards are presented and maintain statistical records of all injuries and vehicle accidents to determine eligibility for awards.

13.5. Effective date for this program is the date this program is approved.

CHAPTER 14
REQUIRED AND RELATED USMA SAFETY PUBLICATIONS

14.1. **PURPOSE:** This chapter lists applicable USMA Safety Program requirements.

14.2. **APPLICABILITY:** This chapter will apply to all activities under the Superintendent and tenant activities at USMA.

14.3. **REFERENCES:** The following references apply to the USMA Safety Program and are available on public folders or the USMA Safety Office web page at www-internal.usma.edu/safety/

a. USMA Reg. 385-13; Workplace Violence Prevention and the Superintendents Zero Tolerance for Violence Memorandum.

b. USMA Reg. 385-14; USMA Respiratory Protection Program.

c. USMA Policy Memorandum #97-02; Integration of Risk Management at USMA. ***** NOTE**: Risk Management Worksheets should be filed under MARKS 385 series, General Correspondence, and retained for a minimum of five years.

d. USMA Policy Memorandum for Civilian On-The-Job Injuries.

e. Superintendents Memorandum on Reporting Unsafe/Unhealthful Conditions and Memorandum of Agreement with local unions at USMA.

f. Safety Bulletin #2002-01-5; Supervisors Responsibilities in Reporting On-The-Job Injuries.

g. Safety Bulletin #2002-01; Employee's Responsibilities in Reporting On-The-Job Injuries.

h. USMA Civilian Resource Conservation Program Committee Charter.